

Sibin O

+91 9035485566 · sibinsasi4@gmail.com
Singanayakanahalli, Yelhanka Bangalore 560064

OVERVIEW

Seeking a challenging role within the organization, leveraging my skills, knowledge, and experiences. With strong communication abilities, a proven track record as an excellent team player, and adaptability to diverse environments, I am committed to making a valuable contribution and becoming an asset to the organization

KEY COMPETENCIES

Strategic Planning:

Develop and implement strategic plans to align operations with the overall goals

Process Improvement:

Identify and streamline operational processes to optimize efficiency and reduce costs

Leadership:

Provide strong leadership, motivating teams to achieve operational excellence

PROFESSIONAL EXPERIENCE

Nolan Edu Tech Pvt Ltd (Masai School)

Jan 2022- Present

Operation Manager - L1

Operations at Masai involve collaboration with the Curriculum and Admissions teams, empathetic student support, planning effective sessions, creating a comprehensive revision module with mock interviews for placements, proficiency in internal systems, and monitoring batch performance with professionalism and analytical skills along with handling the Placement , revenue Operations along with Alumni team

OYO Life

Sep 2018- Jan 2020

Operations Manager

Managing 5-10 OYO LIFE properties, overseeing Profit and Loss, addressing owner concerns, organizing guest events, conducting property audits, resolving complaints, and collaborating with the Repair and Maintenance team for optimal functionality

BYJU'S The Learning App

Sep 2017 - Jan 2018

Operation Executive

Transforming new offices nationwide, overseeing branding, auditing installations, ensuring vendor payments, monitoring cab/taxi usage, coordinating exam materials printing, and managing all company events

Oraval Stays Pvt Ltd - OYO Rooms

Dec 2014 - Sep 2017

TR & VM lead - Operations

Maintaining vendor relationships, handling SAP payments, planning photography for new property activations, auditing properties, creating reports, estimating renovation costs, overseeing branding and marketing, designing promotional materials, and managing office maintenance, inventory, and admin duties for a seamless operational environment at OYO

Hotel Brigade Royale

Jun 2014 - Nov 2017

FOM- Sales and Operations

Overseeing front office operations, generating bookings, managing stock and inventory, ensuring maintenance and housekeeping, maintaining high NPS with guest reviews, converting walk-ins to bookings, addressing concerns, and transforming unhappy guests into repeat customers

Niraamaya Hotels and Resort
Sales and reservations

Jan 2014 - May 2014

Collaborating across functions, visiting travel agents, generating bookings, managing CRS, confirming bookings, processing payments, managing hotel inventory online, coordinating overbookings, and creating customized guest packages.

Whitesky Hospitality Pvt Ltd
Online Distribution co-ordinate

Oct 2012 - Dec 2013

Managing hotel inventory, ensuring rate consistency online, generating bookings, preventing property shifts, maintaining office inventory, replenishing supplies, crafting guest itineraries, and promoting packages to optimize guest experiences and operations

EDUCATION & CERTIFICATIONS

Diploma

Hotel Management
Aviation - Travel and Tourism

ICM Certified in Hotel Management

Successfully completed the Hotel Management certification program offered by ICM.

EXTRACURRICULAR ACTIVITIES

Entrepreneurship

- Running a small business or startup
- Exploring different ways Generate Revenue

Cycling

Make me feels refreshed and help me keep myself rejuvenated

I, Sibin, declare that the information provided is true to the best of my knowledge.