

Tamryn Moni

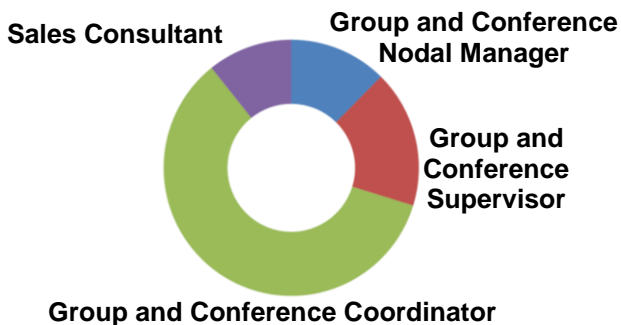
Group and Conference Nodal Manager

Contact: *(available on request)* – Centurion, Gauteng

Email: *(available on request)* LinkedIn: [Tamryn Moni](#)

TOP SKILLS

- Event Management
- Customer Service
- Time Management
- Communication Skills
- Bookings & Reservations
- Interpersonal Skills
- Active Listening
- Excellent Telephonic Skills
- People Skills
- Leadership & Team Player



Industry Experience

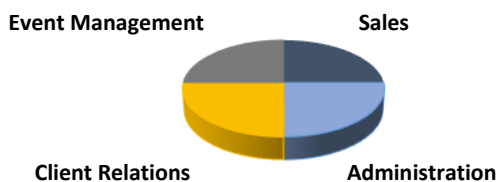
As an accomplished Conference Management expert with extensive success and experience, I possess a wide range of knowledge and talents that will allow me to contribute toward the success of any company.

My expertise lies in successfully directing organizational planning and development. Through the trajectory of my career, I have managed events, conference venues, staff development, and booking systems.

Some of my most notable strengths are my financial planning abilities, process and task implementation. Problem solving without conflict, and my ability to see the bigger picture. Being able to act fairly and mediate regardless of what my personal view may be. To name a few.

Specialisation

Languages



EDUCATIONAL BACKGROUND:

★ 2008 – Grade 12 Senior Certificate – Sutherland High School

Courses & Certificates



2012 – Bachelor of Commerce in Tourism Management –
University of Pretoria

2018 – Event Architecture International Master class on Neuroscience of Event Management
Conference Consultancy South Africa

2020 – Connecting Coaching – Mentorship
Tshogo Sun Academy

Operating Platforms Spectrum	
Opera Hotel Management System	Galileo First Class
Microsoft	

EMPLOYMENT HISTORY:**Tsogosun**

Nov 2012 – Current

Group and Conference Nodal Manager

Promoted :  **Sept 2019 - Group and Conference Nodal Manager
Sandton Convention Centre**

Duties & Responsibilities :

- Manage customer service and guest satisfaction.
- New business lead generation.
- Operational management and event organization.
- Maintain internal and external relationships.
- Budget/revenue related tasks.
- With a team of 9 staff members, I'm responsible for the conversion maximization as well as growth and team development.
- Support of general managers to drive revenue and business.
- Insure process and quoting accuracy.
- Maintain and monitor in-house systems.
- Management reporting.

Promoted :  **Nov 2017 – Group and Conference Supervisor
Montecasino Johannesburg**

Duties & Responsibilities :

- Tracking of information to ensure accuracy of business.
- Customer relations.
- Process implementation to insure maximum productivity.
- Staff management, including team targets monitoring.
- Internal communication and relationship building between departments.
- Support managers to ensure successful operational departments.
- Integration with the sales and operations teams to ensure the most successful outcomes.

Appointed : **Nov 2012 – Group and Conference Coordinator
Montecasino Johannesburg**

Duties & Responsibilities :

- Client interaction.
- Customer service.
- Internal departmental communication.
- Successful completion of event memos.
- Hotel reservations.
- Event organization as well as selling hotel accommodation on the prescient.
- Working closely with departments to ensure successful functions.

Choice Marketing

Oct 2011 – July 2012

Sales Consultant

Duties & Responsibilities :

- Cold calling and business prospecting.
- Setting up meetings and selling the product.
- Pre- and post-service guests and maintaining relationships with them.