

CIRICULLAM VITAE



MAHENDRA .S. UDUTHA

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KEY OBJECTIVES:

It is my desire to work with a company that can help me grow professionally as well as on the personal front, along with the growth of company, I wish to work in competitive environment that give me new challenges to overcome and new frontiers to explore.

ACADEMIC QUALIFICATION:

Class	Stream	Year	College	Remarks
IATA Consultancy	Travel and Tourism	2013	Kuoni Academy	Pass
Diploma	Travel and Tourism	2012 – 2013	Kuoni Academy	Pass
12 th HSC	Science	2008 – 2009	B.N.N COLLEGE (Bhiwandi)	Pass
10 th SSC	Mumbai University	2005 – 2006	N.E.S's English Medium High School (Bhiwandi)	Pass

WORK EXPERIENCE:

April 2014 till date working with DREAM VOYAGE THE HOLIDAY PLANNER as Sr. Sales & Operations Executive

Job Description:

Typical duties include:

- ❖ *Dealing with customer queries and complaints*
- ❖ *Providing advice about visas or passports*
- ❖ *Maintaining statistical and financial records*
- ❖ *Tour planning*
- ❖ *Selling holiday Packages*
- ❖ *Meeting profit or sales targets*
- ❖ *Quoting/Negotiating prices with the Suppliers/Vendors.*

May 2010 to August 2013 Quality In charge in Textile Industry.

Job Description:

- ❖ *Reviewing customer requirements and making sure they are met;*
- ❖ *Working with purchasing staff to establish quality requirements from external suppliers;*
- ❖ *Setting standards for quality as well as health and safety;*
- ❖ *Making sure that manufacturing or production processes meet international and national standards;*
- ❖ *Looking at ways to reduce waste and increase efficiency;*
- ❖ *Defining quality procedures in conjunction with operating staff;*
- ❖ *Setting up and maintaining controls and documentation procedures;*
- ❖ *Monitoring performance by gathering relevant data and producing statistical reports.*

ATTRIBUTES:

- ✚ Ability to learn and adapt quickly.
- ✚ Flexibility and

willingness to learn.

- + Relate well with people.
- + Goal oriented and Team player.
- + Dedicated, Hardworking.

CERTIFICATES

- + TRAVELPORT GALILEO: Basic GDS Training
- + Destination Fiji: Destination Training
- + Destination Switzerland : Destination Training

SKILLS

- + Basic Computer Knowledge
- + MS Power Point
- + MS Word
- + MS Excel
- + Listening Skills
- + Communication Skills

PERSONAL DETAILS:

Address: H.No. 328 New Kanneri, PadmaNagar Bhiwandi. Dist-Thane 421302.
DOB: 21st December 1990.
Nationality: Indian.
Marital Status: Unmarried.
Passport No. K6550040.
Hobbies: Listening to Music, Travelling, and playing carrom.
Languages: English, Hindi, Marathi (Spoken & Written) Telugu (Spoken).

I assure you that if given a chance to prove my abilities, I will put my best.

Date:

Place:

(Mahendra Udutha)