

**Email:**

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Contact No:

+91 7305531551

Education:

BA Tourism and Travel studies

Tamil Nadu Open University.
Chennai.

Course:

Diploma in Computer
Application

Lan Pack. Chennai

TECHNICAL SKILLS:

MS Office

Excel

Photo shop

CorelDraw

3Dmax

Premier Pro

Profile

Seasoned travel and tourism professional with 1 Year experience assisting customers fulfill their domestic and international travel needs.

Custom-built travel itineraries that exceed expectations while still fitting into clients' budgets. Dedicate to help clients reach their dreams of traveling the world.

EXPERIENCE

July 2017 – Till Date. **Operation Executive.**

Gruppe Vacations Private Limited.

. Understand the client's requirement, taking valuable input from management & try to fulfill the client's desire.

. Handling online portal Promotions & Enquiry.

. Coordinate transportation, accommodations, and itineraries for domestic and international trips for clients based on client's needs, budgets, and expectations.

. Utilize the latest sales techniques to upsell products and services to enhance client's overall experience.

. Handled customer service issues, including unhappy clients, missed flights, overbooked hotels, mistakes in the itinerary, and other last-minute problems.

. Making Promotion Slides & Offer Slides - using the itineraries of domestic and international tour with Catchy stuff to pull customer through the graphic design.

. Creating Promo videos like 30 sec to 1 Min – to brief about the tour like culture, climate, food, lifestyle, Historical Places, New developments, etc... (Premier Pro)

. Designing Online Slide & Videos

(Whatsapp, Facebook, Tweeter, Instagram, Webpage, Online Portal & Promotional activity creative's)

Apr 2005 – Dec 2016. **Production Manager.**

Nova Inc. Chennai.

Management:

- . Creating innovative design & Theme for Corporate events,
- . Seminars, Product launches, Team outings and Exhibitions.
- . Manage the projects and the contractors.
- . Manage the vendors and the payment receipts.
- . Plan & monitor the Event budgets.

Key Role:

- . Take event from the Client with our innovative design and reasonable budget.
- . Handle promotional Activities & Man power.
- . Making the event looks easy.
- . Make understand of event motto and itinerary.
- . Handle Showing transparence of the event flow to my client.
- . Maintain the quality of work, which I delivered to my client.
- . Use the best technicians and the young team for my event projects.
- . After every events, making summary of the events and records.

Key Achievements:

- . Making my clients event successful, and getting the continue business.
- . Implement new ideas and the technology in events.
- . Deliver the event work on time.

May 2004 – Jan 2005. **Relationship Executive.**

Go To Customer Service.

- . Pedigree Promotional Activities (Dog Food product)
- . Handling Pedigree Sample issuing
- . Tracking Dog details
- . Sales

LANGUAGES

Tamil – (Read-Write-Speak)

English– (Read-Write-Speak)

Hindi – (Speak)

KEY SKILLS:

Project Management

Team Management

Budget Management

I am comfortable in travelling outstation.

PERSONAL DETAILS

Father Name: S.V.Krishnan

DOB: 07-0701983.

Marital Status: Married

Address: #19, Annal Gandhi Cross Street,
Vetri Nagar, Peravallur,
Chennai - 600 082.

Declaration

I hereby, solemnly declare that all the information made above are true and correct to the best of my knowledge and belief.

Date:

Place: Chennai

Yours sincerely

k.velmurugan.