

POTHIYAPPAN.A

Thulukkaviduthi North
Street, Avanam (post),
Peravurani (T.K),
Thanjavur (DT)
Tamilnadu -614 623



Email-id : anbupothy95@gmail.com

CAREER OBJECTIVE:

To work in an innovative and competitive environment where my smartness, skills and abilities can be utilized for the growth of the organization.

EDUCATIONAL QUALIFICATION:

Degree	School/College	Board/University	Year of Passing	Percentage
MBA-(Tourism Management)	ANNA UNIVERSITY CEG Campus- Chennai	Anna University, Chennai	2018	66%
B.COM(CA)	PARK'S COLLEGE Tirupur	Bharthiyar University, Coimbatore	2016	65%
HSC	Government Higher Secondary School, L N Puram,Pudukkottai	State board	2012	79%
SSLC	Government Higher Secondary School, L N Puram,Pudukkottai	State board	2010	63%

AREAS OF INTEREST:

- Financials Accounts
- Tour & Travels
- Visa Executive
- Tour Operators
- Reservation and Ticket Counter
- Operation System

Experience:

Jolly Holidays (Chennai) Tow Year (Jan 10 to Current)

Job role: Administrations, Tour Executive, Ticket Reservation and Counter, Visa Executive, Digital Marketing,

Work History

Marketing / Tourism Coordinator

- ✓ Proof of Performance: Collects and delivers all proof of performance documentation and photographs per the implementation guide
- ✓ Collateral Management: Assists with ordering, installation and de-installation of collateral associated with all events, promotions and sponsorships
- ✓ Assists in the execution and coordination for the Customer Service Initiative property wide, working with all departments as it relates to this initiative
- ✓ Actively participates in the centers community centric events, which includes networking and working community events
- ✓ Manage and facilitate Concierge Referral Program, including site visits to Concierge desks at local hotels and contract oversight and management
- ✓ Manage and execute tourism marketing initiatives that drive traffic and sales to the center as identified by the Director of Marketing
- ✓ Assists with Tour Operator follow up, outreach, training and coordination for new tourism programming with clients

TOURISM

- ✓ Writing, spelling, grammar, AP and local style
- ✓ Provides great customer service, helping readers find answers and solutions
- ✓ Applies innovative, creative thinking to support the company's goals
- ✓ Command of media law and Principles of Ethical Conduct
- ✓ Performs other duties as necessary
- ✓ Self-motivation and self-direction
- ✓ Creates storytelling that accurately informs, entertains and engages specific audiences and platforms through the use of metrics. Works toward becoming the community's leading voice in area of expertise

Visa Executive

- ✓ Provided high quality, efficient and non-discriminatory visa application processing.
- ✓ Assessed and resolved visa applications within agreed benchmarks.
- ✓ Ensured that all correspondence is considered and reported.
- ✓ Liaised with the Visa Application Centre, Travel Agents, Schools, and Colleges etc.
- ✓ Advised customers on all immigration law, policy and procedures.
- ✓ Assessed and decided on all types of immigration applications for permits and visas.

PROFESSIONAL SKILLS

- ✓ Knowledge of retail management, tour operators, receptive agents, conventions and meeting planners
- ✓ Knowledge of marketing and advertising
- ✓ Strong team building and coaching skills
- ✓ Ability to think strategically
- ✓ Strong organization and coordination skills
- ✓ Excellent word processing, Excel and Power Point skills
- ✓ Ability to handle multiple projects simultaneously
- ✓ Sound fiscal management and budgeting skills
- ✓ Exceptional negotiating skills
- ✓ Flexibility to work varied schedules including weekends and evenings

COMPUTER PROFICIENCY:

Languages known : Tally and MS Office, MS Excel

Operating system : Windows 7, Windows 8,10, Windows XP

ACHIVEMENTS:

- NSS (National service scheme)
- Participated in cultural activities at school and college level.
- Having good artistic skills.

ATTRIBUTES:

- Committed team player with flexible approach towards work.
- Aggressive target oriented personality and very committed towards the assignment given to me.
- Creative, innovative, hardworking, Enthusiastic, punctual and 'Honest'.
- Matured enough to handle sensitive information in a professional way.

INTERNSHIP:

- ✓ Winkin events in Chennai (assistance event manager) ONE MONTH

PROJECT:

TITEL: Customer Loyalty In The Hotel Industry: The Role Of Customer Satisfaction And Image

HOTEL: Atithi Hotel, Pondicherry , (FOUR MONTHS) PROJECT WORK

PERSONAL DETAILS:

Father's Name : Mr.K.Anbazzhakan

Mother's Name : Mrs.A.kashthuri

Date of Birth : 02-06-1995

Age : 24

Gender : Male

Hobbies : Playing Cricket, Read newspaper daily.

Languages Known : Tamil and English, (To Speak, Read and Write).

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Chennai
Date:

(A.POTHIYAPPAN)



