

RESUME

NAVEEN HEGDE

Email id:

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Contact. No.:

+91-9483643845

Skills:

- MS Office
- Tally ERP9
- Various travel portal & travel desk operations
- Various online platforms usage for package designing & booking travel and accommodation facilities
- Designing and marketing itineraries.
- Customer management and communications.
- Ability to understand customer's needs.
- Good interpersonal skills.
- Good coordinator

Personal Details:

Date of Birth: 25/06/1991

Age: 30

Sex: Male.

Marital Status: Married.

Nationality: Indian.

Languages Known: Kannada
English and Hindi

Present Address:

#74," Shubham" 5th Cross ,7th Main
Gattigere Extension, BEML Layout,
Rajarajeshwari Nagar,
Bangalore -560095

Permanent Address:

S/O Manjunath Hegde
At: Halehalla
Po: Heggarni
Tq: Siddapur
Dist: Uttara Kannada
Pin:581331

CAREER OBJECTIVE:

Seeking a challenging position and opportunities in an esteemed organization, in order to gain and leverage cross-functional experience in Tourism & Sales and in turn to make significant contributions for the development of organization and my career.

WORKING DETAILS:

Organization	Designation	Working Areas
Adigas Yatra (01 Feb 2021 –07 Jul 2021)	Senior Travel Consultant	<ol style="list-style-type: none">1. Sale of FIT/GIT domestic & international holiday packages2. Analyzing standard profits of the various packages3. Coordinating in end to end travel arrangements & operations of tours4. Preparing itineraries & costing as per customer requirement5. To collect feedback from customers and maintaining the good relationship6. Maintain client profiles for future follow ups7. Team managing8. Marketing in social medias like Instagram, Facebook etc.,
Thomas Cook India Ltd 1 Year 1 Moths (29 Apr 2019 to 03 Jun 2020)	Assistant Manager (Leisure Travel Domestic.)	<ol style="list-style-type: none">1. Sale of tour packages and related documentations2. Relationship management and back office support activities (face to face discussions, mails, calls etc.,)3. Customer relationship building & maintenance4. Participating Thomas Cook & outside travel related roadshows5. Monitoring some franchisee bookings & sales enquiries6. Participating in product trainings7. Understanding the customers' requirement and suggesting the suitable packages8. Ability to achieve branch, team sales and profitability objectives9. Tracking and updating the feedbacks of customers on packages, services etc.,
Southern Travels Pvt Ltd Bangalore 2 Years 4 Months (05 Dec 2016 to 23 April 2019)	Sales Executive	<ol style="list-style-type: none">1. Tour package designing2. International and domestic tour package related end to end booking documentations3. Tele marketing4. Customer relationship building5. Tour manager6. Daily accounting7. Preparation of various reports & submitting to the management on daily and monthly basis.

STRENGTHS:

- Interest towards Tourism Industry.
- Positive attitude, commitment to work, sincerity & punctuality.
- Keen to learn new aspects.
- Being innovative in marketing ideas & strategies.
- Ready to travel anywhere in India and abroad

PARTICIPATION & ACHIEVEMENTS:

- Participated in Soft Skills Training (Under Campus to M.E.S. College Of Commerce, Sirsi)
- Actively participated as a volunteer in NSS, Sevaadal.
- Appreciated by clients for nice coordination while working as the tour manager.
- Contributed to achieve monthly and yearly targets in advance.
- Actively participated in IITM, TTF Road shows in last 6 years.

Inspire Tourism And Resorts Pvt Ltd., Bangalore	Marketing & Accounts, Senior Executive	<ol style="list-style-type: none"> 1. Domestic tour package analysis & designing (Regarding Place, Hotel, Foods, Cost, Other facilities) 2. Customer relationship building & managing 3. Tele marketing 4. Door to door marketing 5. Social media marketing 6. Team work regarding itinerary preparation & presentation 7. Tour package preparation & presentation 8. Tour manager to few tours
2 Years 6 Months (1st July 2014 to 3rd December 2016)		

EDUCATION DETAILS:

DETAILS	AUTHORITY	YEAR OF PASSING
M.Com	Karnataka State Open University, Mysore	October 2016
B.Com	M.E.S. College of Commerce, Sirsi- affiliated to Karnataka University, Dharwad	May 2012
PUC	M.E.S PU College Sirsi –Affiliated to Pre University Education Department of Karnataka	March 2009