

RESUME

PERSONAL DETAILS

NAME: Yashashri Shrikant Mayekar

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EDUCATIONAL QUALIFICATION

Course	Institute	Board	Duration	Percentage	Grade
IATA Consultant	IITC	IATA	6 months	-	Passed (September 2022)
BMS (Finance)	Kirti M. Doongursee College,Dadar	Mumbai University	2017-2018	5 th Sem B Grade	6 th Sem B Grade
HSC	Kirti M. Doongursee College, Dadar	Maharashtra Board	2014-2015	63.54%	First Class
SSC	V.N.Sule Guruji English medium School,Dadar	Maharashtra Board	2012-2013	68.60%	First Class

TECHNICAL SKILLS

Working knowledge of Windows, Microsoft Applications like Excel Word and Internet.

EXPERIENCE

1) Company name : SOTC Ltd as Content Executive

Experience: October 2018 – September 2022

RESPONSIBILITIES HELD

- Coordinating with internal and external teams and uploading the data given by them on the website.
- Doing time to time quality checks on the website.
- Maintaining excel sheets for all the daily editing and updation done on the website.
- Making and uploading excel sheets of hotel, transfer , sightseeing rates on the backend for tour packages.

- Working on company's backend for tourism module.

2) Company Name : Anubhav Vacations as Operations Executive

Duration: September 2022 – Present

RESPONSIBILITIES HELD:

Research and Operations

- Have done research on itineraries and finalised tour dates.
- Handling all the operations for single countries like Turkey, Egypt, Oman, and Morocco.
- Requesting for quotations and coordinating with the concerned country's agents (international).
- Negotiating rates and looking for the best hotel options and services for the tourists.
- In the meantime, coordinating with the airline team and finalizing flights which are ideal for the itinerary and economical.
- After all the components are finalized for the tour, I have worked on the tour cost sheet and finalizing the total tour cost.
- After itinerary is fixed and we are done with blocking hotels and services with the suppliers and vendors, keeping track of the payment deadlines.
- Coordinating with the accounts team for scheduling the payments of suppliers and vendors.
- Keeping track of the booking done by the tourists and pushing sales to achieve the target and making calls to potential customers if needed.
- Communicating with website team to update the tour date, tour cost, itinerary and all other details required to update on the website.
- Working with the marketing team to promote destinations and helping sales in getting inquiries.
- Organizing gettogether for tourist before departure date and providing tour leader with all the information and documents needed for the tour.

EXTRA CURRICULAR ACTIVITIES

- Completed 2 years of NSS in junior college from Kirti college.
- Completed 2 years of NSS in Degree college from Kirti college.
- Contribution in NSS fest UDAANT for 2 alternate years.
- Participation in inter-college NSS unit event of Bhavans college and M.L.Dhanukar for quiz and Power Point Presentation
- Participation in intra-collegiate event “YUVA ABHIVYAKTI 2017” organized by “MAVA” NGO
- Contribution in BMS department fest “EKYAM” 2017-18

POSITIONS OF RESPONSIBILITY HELD

- Event Head in NSS Unit fest UDAANT for Swatch Selfie event(Kirti college).
- Event Head in BMS department fest EKYAM for Hospitality(Kirti college).

OTHER DETAILS:

Date of birth: 28th December, 1997.

Languages known: English, Marathi, Hindi.

Abilities: Organized and systematic, quick learning.

Interest: Reading, travelling, exploring.

YASHASHRI SHRIKANT MAYEKAR.