

## CURRICULUM VITAE

**Mayura T. Marathe**

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### **Objective:**

To bring about excellence in my work through Hard Work & to create benchmarks in whatever job I do. I am confident that everybody would appreciate my work. I will and have learnt from my seniors & set an examples for my subordinates to follow.

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## QUALIFICATION

### **Educational:**

**Diploma in Business Management**

**Welingkar Institute of Management  
Development and Research – Jan 2008**

**B.Com**

**University Of Mumbai – June 2004**

**Higher Secondary**

**University Of Mumbai – March 2001**

**Senior Secondary**

**University Of Mumbai – March 1999**

### **Professional:**

- International Air Travel Association (IATA ) September 2004
  - Advanced Amadeus Training.
  - Basic Computer Course covering Windows 2000 & MS Office,
  - Typing Speed 50 w.p.m.
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## OTHER INFORMATION

### **Strengths:**

Enthusiastic, positive attitude, dedicated & responsible.

Leadership quality, ability to lead & work in a team, excellent communication skills.

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### **Extra-Curricular Activities:**

Represented in inter-college badminton & swimming tournaments.  
Performed for National level dance completions in 2002, 2003 & 2004  
Worked on a dance ballet project on Incarnations of Buddha

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B.F.A – Bachelor in Fine Arts ( dance as a major subject).  
Professional Bharat Natyam Dancer & Tutor

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### **WORK EXPERIENCE**

**Period:** 4<sup>th</sup> Dec 2020 to 30<sup>th</sup> Nov 2021  
**Name of Company:** RMD Institute College & Hospitals  
**Designation:** Executive Assistant to CEO  
**Job Profile:** Handling all Admin related work and worked as a management co-ordinator between college official and the CEO

**Period:** 4<sup>th</sup> Nov 2019 to 30<sup>th</sup> Sept 2020  
**Name of Company:** Riya Tours & Travels Pvt. Ltd  
**Designation:** Sr. Executive Operations  
**Job Profile:** Handling tour itineraries, hotel bookings, Land arrangements, Organizing FIT & corporate group and package tours, travel insurance, Invoicing and billing, third party products marketing & sales. Handling post sales operation :

**Period:** April 2019 till 30<sup>th</sup> October 2019  
**Name of Company:** Excursia Tours Pvt. Ltd  
**Designation:** Sr. Manager Operations  
**Job Profile:** Handling tour itineraries, hotel bookings, Land arrangements, Organizing FIT & corporate group and package tours, travel insurance, Invoicing and billing, third

party products marketing & sales. Handling post sales operation : Dealing with supplier, airlines, post booking payment collection till departure. Have handled Europe , Dubai & Far East Summer Season Also Handled Winter season for Dubai , Fareast & Srilanka. Also have handled CIS ( Azerbaijan, Georgia& Armenia ) departures for 70 pax in 2 months. A small closed group for Australia & New Zealand.

Also have travelled to Srilanka as a Tour Manager with a group of 50 pax in the month of Jan 2016 for 9 days.

Travelled to Dubai with a ladies group of 45 dr or Womens's Day celebration Germany and Switzerland. with an engineering college study tour group for 7 days.

**Period:**

Jan 2015 till 31<sup>st</sup> March 2019

**Name of Company:**

Quest Tours

**Designation:**

**Sr.** Executive – Operations

**Job Profile:**

Client consulting, making tour itineraries, hotel bookings, Land arrangements, Organizing FIT & corporate group and package tours, travel insurance, Invoicing and billing, third party products marketing & sales. Handling post sales operation : Dealing with supplier, airlines, post booking payment collection till departure. Have handled Europe , Dubai & Far East Summer Season Also Handled Winter season for Dubai , Fareast & Srilanka. Now handling the third season for all the above destinations.

Also have travelled to Srilanka as a Tour Manager with a group of 50 pax in the month of Jan 2016 for 9 days.

Travelled to Dubai thrice and once to Bali.

**Period:** June 2006 to March 2010  
**Name of Company:** Cox and Kings (I) Pvt Ltd  
**Designation:** Executive - Sales  
**Job Profile:** Client consulting, making tour itineraries, hotel bookings, Land arrangements, Organizing FIT & corporate group and package tours, travel insurance, Invoicing and billing, third party products marketing & sales

**Period:** November 2005 to June 2006  
**Name of Company:** **Orbit – Discover India Holidays ( Domestic Division )**  
**Designation:** **Executive – Sales**  
**Job Profile:** Consulting, making tour itineraries, hotel bookings, Organizing FIT tours and tailormade packages, travel insurance, Invoicing and billing, sales handover,

**Period:** April 2005 to November 2005.  
**Name of Company:** **Orbit Tours & Trade Fairs (P) Ltd.**  
**Designation:** **Executive – Operations – Trade Fairs**  
**Job Profile:** Contracting with Agents for various, Room allocation, Rooming List, Making individual Itinerary files, tour Itineraries, hotel bookings,

**Period:** October 2004 to Feb 2005.  
**Name of Company:** **Krisbi Travels Pvt. Ltd**  
**Designation:** **Counter Executive**  
**Job Profile:** Domestic & International Tickets  
Issuing tickets for domestic sectors & various international itineraries

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### **PERSONAL INFORMATION**

**Date of Birth:** September 6th 1983.  
**Marital Status:** Married (20th November 2008)  
**Linguistic Proficiency:** English, Hindi, Marathi.  
**Interests:** Computers, Traveling, Swimming, Dance & Music.

**Address:**

B-9/ 21, Gajanan Housing society ,  
Sai Nagar, Near Sarita Nagari,  
Sinhagad Road, Pune – 411030.

**Date:****Place:**

*(Mayura Tejas Marathe )*