Pornima Prakash Dongre

Sr. Reservation Executive

Handling hotel bookings, coordinate between sales, billing, accounts team & hotels, handling group, FIT as well as meals bookings, negotiate rates etc.

Contact

Phone
9850286194

Email
punudongre97@gmail.com

Address
Bhagyanagar, Behind Baba
Petrol Pump, Aurangabad

Education

2022
Masters in Travel & Tourism Management

2020
BA in Mass communication and Journalism)

Expertise

- MSOffice
- Edius
- Knowledge of Photos cape
- Knowledge of Canva
- MS-Outlook
- C-Desk

Language

English

Marathi

Hindi

Experience

Sep 2022 - Till Now
Rayna Tours
Sr. Reservation Executive

- Handling and managing reservations process through various communication platforms
- Handle inquiries and obtain correct information regarding details of reservation
- Confirm and process reservation requests.
- Handle group bookings as well as end to end reservations processes
- Work closely with Sales and Front Desk and other departments, to ensure guest requirements are met
- Perform any other duties as assigned by management

ETV Bharat (Ramoji Film City, Hyderabad)
Content Editor

- Write content for blog posts, newsletters, webpages, and brochures.
- Proofread and edit content written by other team members.
- Prepare and manage the content calendar to make sure regular content is published on different social media platforms.
- Stay up to date with the latest news on how to write content relevant to the company and develop innovative concepts for content production.
- Edit the content and send newsletters to the subscribers on a timely basis.

2015 - 2017

Daily Marathwada Sathi newspaper, Aurangabad

News Reporter

- Collect, verify and analyze thoroughly newsworthy information
- Write and deliver news stories with the reader's perspective in mind
- Publish or broadcast news stories
- Maintain notes and audio recordings
- Stay up-to-date with the latest current events in the "beat" by studying papers, attending events etc.