SAMIDHA MULYE

**Sales| Hotel Reservations | Bookings | Client Management | Itinerary Designer| Sales Lead**

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# Professional Summary

Highly motivated and enthusiastic aspiring Sales Executive having 5+ Years of experience in Tourism and Hotel industry with strong computer operating skills and excellent communication and client handling skills. Having a desire to be a part for vibrant and leading organization and create a footprint to assist the organization in all aspects by utilizing Skills, Knowledge and prior experience

# Experience

## Executive Info Sales

**Veena World – Pune**

05/2018 to 04/2019

**Responsibilities are as below**

* Assisting clients with domestic as well as international ticketing.
* Onboarding all clients and assisting them with best deals and making negotiations to convert the enquiries into actual bookings
* Update daily bookings on ITMS [ Integrated Travel management Systems ]
* Preparation of business critical reports such as [ Daily Bookings , Cancellations , Arrival lists , Weekly Target Reports , Client Conversion Ratio etc.]
* Assisting Corporates and Travel Agents to confirm the bulk bookings
* Mentoring junior sub-ordinates and assist them to handle the clients more effectively in order to increase the deal conversion rate
* Lead a team of 3 Junior Sales Executives

**Awards and Recognitions**

* Won consecutive awards for converting maximum client enquiries into bookings for month of [ Sep and Oct 2018]

**Trainings**

1. Attended internal training on Effective Client Managements and Effective Interpersonal skills

## Executive – Sales

**Veena World – PSP Aadarsh Holidays**

02/2017 to 11/2017

**Responsibilities are as below**

* Assisting clients with domestic as well as international ticketing.
* Onboarding all clients and assisting them with best deals and making negotiations to convert the enquiries into actual bookings
* Update daily bookings on ITMS [ Integrated Travel management Systems ]
* Promoting latest Tour Packages with all necessary details to clients
* Handling all FIT queries for Inbound and Outbound destinations
* Issuing Tickets\Bookings via different portals
* Confirming all bookings with Hotel / Travel company representatives
* Client Query Handling [ Pre and Post Bookings ]

## Executive – Sales and Reservations

**Vivanta by Taj – Panji, Goa**

08/2015 to 01/2017

**Responsibilities are as below**

* Handling reservations of all corporate as well as Individual Clients.
* Managing all bookings from Corporates and Travel Agencies
* Execution of all End to End Booking activities
* Preparation of daily business publishable reports like [Daily Bookings, Cancellations, Arrivals etc.]
* Managing all domestic as well as international client enquiries
* Coordinating with other teams to ensure smooth client onboarding’s

**Past Work Experience:**

* Aadarsh Dream Holidays – Goa [ 08/2014 to 05/2015]

Role – Jr. Sales Executive

* Minar Travels Pvt. Ltd. – Goa [ 08 / 2013 to 07 / 2014]

Role – Assistant [Reservations]

# Education – Masters in Tourism Management [MTM] – IGNOU - Goa [2013]

# Bachelors in Business Administration [BBA] – Goa []