

# SAMIDHA MULYE

Sales | Hotel Reservations | Bookings | Client Management | Itinerary Designer | Sales Lead  
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## **Professional Summary**

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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 [ ]**