

Yogesh Vyavahare

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CAREER CONSPECTUS

- Completed Diploma with and a valuable experience of more than 3 years in the field of Tours & Travels management, Client Relationship Management and Team Management. Presently associated with “**Anibrain Digital Technologies Private Limited**”, Pune as **Senior Administration Executive**, also have completed Graduation from Pune University and Pursuing last year MBA.
- To work in an inspiring and motivate atmosphere which will provide impetus to explore innate abilities, and provide opportunities for professional and personal growth.
- Competent in implementing the management guidelines at Customer Support and their satisfaction.
- Experience of implementation of Air-Travel Operations, Air Ticketing, Visa processing, Hotel reservation, Travel arrangements & Ground staff operation.
- An excellent relationship management skill.

CAREER CONTOUR

Anibrain Digital Technologies India Pvt. Ltd., Pune (since Dec 2016) **Senior Executive - Administration (Full Time - Permanent)**

Key Deliverables:

- Responsible for ensuring smooth operations of the Dept. & Supervision for facility.
- Responsible for ensuring generation of leads and new processes for Dept.
- Handle request throw mail from employees and vendors.
- Travel & Transport Management – Hotel, Flight, Visa, Apartments & Cab bookings
- Maintenance of documentation for Audit for accounting purpose.
- Vendor Management- Coordination with outside vendor, Cafeteria, soft service & Technical Vendors
- Event Management
- Daily reports, MIS updating etc.
- Helping out for Purchase as well.

Sodexo Facilities India Pvt. Ltd., Pune (Jan 2016 to Dec 2016) **Admin Helpdesk Executive (Full Time – On Contract)**

Key Deliverables:

- Responsible for ensuring smooth operations of the Dept.
- Responsible for ensuring generation of leads and new business processes for Dept.
- Handle request throw mail and phones from employees and vendors.
- Booking the space for event
- Coordinating with Travel desk & Transport desk throw mail
- Daily reports, MIS updating etc.
- Maintenance of documentation for Audit and accounting purpose.

Veena World, Mumbai (March 2014 to Jan 2016) **Assistance Tour Manager (Continues Discharge)**

Group Tours

- Travel with the guests as per itinerary
- Assisting them to check in and settle into their accommodation
- Informing passengers of arrival and departure times at each destination on the itinerary and insuring that all members of the group are back on the coach before departing from each stop
- Using professional knowledge to answer questions from guests and to fulfil their expectations of the tour
- Making sure all travel arrangements run according to plan and their Accommodation, Meals and service are satisfactory.

- ▣ Dealing with emergencies, such as helping guest who is ill or those needed to contact family members urgently.
- ▣ Advising about facilities, such as sights, Restaurants and shops, at each destination.
- ▣ Writing reports and maintaining records.

- ▣ Help to guest with their visa's & Air tickets as well as hotel bookings

SCHOLASTICS

- ▣ **10+2 Science Stream**
- ▣ **Diploma in Air Travel & Hospitality Management-** from Jet India Institute, Pune (2014-15). Secured 60%.
- ▣ **Galileo Information System (GIS)-CRS 2015**
- ▣ **Bachelor of Arts (BA).** - Pune University (2017) Secured 55%.
- ▣ **MBA** (Pursuing last year)

Highlights

- ▣ Winner in NMMS Scholarship in 2009.
- ▣ Passed NTSE with 'I' Class 2010.
- ▣ Drawing Exam (Govt. of Maharashtra)

- i. Elementary
- ii. Intermediate

PERSONALITY TRAITS

Good Communication, Quick learner, Confident, Analytical, Interpersonal, Presentation skills, Open-minded, Effective Team player, Commitment to Life-long learning, Right Attitude and Result Oriented

PERSONAL DOSSIER

Date of Birth	: 10 th July 1994
Marital Status	: Unmarried
Languages Known	: English, Hindi & Marathi
Permanent Address	: #222, Bahirobawadi, Po-Kinhi, Parner, Ahmednagar, Maharashtra, India -414303

DICLARATION

I hereby declare that the above information is true to best of my knowledge and may be subject to verification of any kind.

Place:

Signature

Date:

Yogesh Vyavahare