

## **CIRICULLAM VITAE**



**MAHENDRA .S. UDUTHA**

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### **KEY OBJECTIVES:**

It is my desire to work with a company that can help me grow professionally as well as on the personal front, along with the growth of company, I wish to work in competitive environment that give me new challenges to overcome and new frontiers to explore.

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### **ACADEMIC QUALIFICATION:**

Class	Stream	Year	College	Remarks
IATA Consultancy	Travel and Tourism	2013	Kuoni Academy	Pass
Diploma	Travel and Tourism	2012 – 2013	Kuoni Academy	Pass
12 <sup>th</sup> HSC	Science	2008 – 2009	B.N.N COLLEGE (Bhiwandi)	Pass
10 <sup>th</sup> SSC	Mumbai University	2005 – 2006	N.E.S's English Medium High School (Bhiwandi)	Pass

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## WORK EXPERIENCE:

April 2014 till date working with DREAM VOYAGE THE HOLIDAY PLANNER  
as Sr. Sales & Operations Executive

### Job Description:

*Typical duties include:*

- ❖ *Dealing with customer queries and complaints*
- ❖ *Providing advice about visas or passports*
- ❖ *Maintaining statistical and financial records*
- ❖ *Tour planning*
- ❖ *Selling holiday Packages*
- ❖ *Meeting profit or sales targets*
- ❖ *Quoting/Negotiating prices with the Suppliers/Vendors.*



May 2010 to August 2013 Quality In charge in Textile Industry.

### Job Description:

- ❖ *Reviewing customer requirements and making sure they are met;*
- ❖ *Working with purchasing staff to establish quality requirements from external suppliers;*
- ❖ *Setting standards for quality as well as health and safety;*
- ❖ *Making sure that manufacturing or production processes meet international and national standards;*
- ❖ *Looking at ways to reduce waste and increase efficiency;*
- ❖ *Defining quality procedures in conjunction with operating staff;*
- ❖ *Setting up and maintaining controls and documentation procedures;*
- ❖ *Monitoring performance by gathering relevant data and producing statistical reports.*

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## ATTRIBUTES:

-  Ability to learn  
and adapt  
quickly.
-  Flexibility and

willingness to  
learn.

✚ Relate well with  
people.

✚ Goal oriented  
and Team  
player.

✚ Dedicated,  
Hardworking.

### **CERTIFICATES**

- ✚ TRAVELPORT GALILEO: Basic GDS Training
- ✚ Destination Fiji: Destination Training
- ✚ Destination Switzerland : Destination Training

### **SKILLS**

- ✚ Basic Computer Knowledge
- ✚ MS Power Point
- ✚ MS Word
- ✚ MS Excel
- ✚ Listening Skills
- ✚ Communication Skills

### **PERSONAL DETAILS:**

**Address:** H.No. 328 New Kanneri, PadmaNagar Bhiwandi. Dist-Thane 421302.  
**DOB:** 21<sup>st</sup> December 1990.  
**Nationality:** Indian.  
**Marital Status:** Unmarried.  
**Passport No.** K6550040.  
**Hobbies:** Listening to Music, Travelling, and playing carrom.  
**Languages:** English, Hindi, Marathi (Spoken & Written) Telugu (Spoken).

**I assure you that if given a chance to prove my abilities, I will put my best.**

*Date:*

*Place:*

*(Mahendra Udutha)*