**Deepak Gopinath**

#441/1, 5th Cross Sankarappa Garden,Basavanagar, Bangalore,Karnataka 560037

Mobile: +918197917170,Mail:gee.deepak@gmail.com

**Objective**

To join with an organization and be a part of it, which gives me a scope to enhance my strength and skills in conjunction with common goals. Grow through the experiences along with the company.

**Education**

2006 – 2008

Master of Tourism Administration from Pazhassiraja College under Calicut University with 60% marks

2005 - 2006

Post Graduate Diploma in Hotel & Catering Administration from Eikon Academy of Management Studies, Chennai with 60% marks

2002 - 2005

BA Travel & Tourism Management from Pazhassiraja College under Calicut University With 50% marks

**Work Experience**

**BAREFOOT HOLIDAYS (A COFFEEDAY ASSOCIATE) – (JUL 2015 – NOV 2017)**

**Job Title: Sr. Executive – Operations/ Tours**

Job Profile:

* Assisting the guests with tour packages and clarifying their doubts about the destination.
* Issuing confirmation vouchers, Ferry tickets and Flight Tickets.
* Interacting with hotels for confirmations and negotiating rates.
* Coordinating with accounts regarding Costing, invoices, payment to vendors etc.
* Coordinating with Regional Offices for re confirmation of arrivals/ issues regarding the guests on
* daily basis.
* Generating Weekly Reports about the Bookings ,Queries and Sales Report
* Giving Training and Assigning Day to Day Activities for Sales Team

**Job Title: Executive – Tours**

**Job Profile:**

* Tour Itinerary Preparation and Costing (International & Domestic)
* Preparing & Designing Flyers and Newsletters on Special Offers on Packages & Contracted

Properties.

* Follow up with hotels regarding the stay of guests both Domestic and International.
* Client Relations including follow up.
* Hotel Contracting(International & Domestic)
* Cab rentals

**GREENWALK HOLIDAYS (JAN 2011– JAN 2015)**

**Job Title: Sr. Executive – Leisure**

**Job Profile:**

* Tour Itinerary Preparation and Costing (International & Domestic)
* Preparing & Designing Flyers and Newsletters on Special Offers on Packages & Contracted
* Properties.
* Follow up with hotels regarding the stay of guests both Domestic and International.
* Client Relations including follow up.
* Hotel Contracting(International & Domestic)
* Cab rentals
* Generating Weekly Reports about the Bookings ,Queries and Sales Report
* Giving Training and Assigning Day to Day Activities for Sales Team 

**WISTFUL WAYANAD TOURS & EVENTS (JULY 2009 - NOV 2010)**

**Job Title: Executive- Tours & Events**

**Job Profile:**

* Itinerary planning and execution.
* Arranging accommodation and transportation for the conference and events
* In charge of preparation, event day and post event activities.
* Plan and co-ordinate all aspects of the events logistics such as venue search and negotiation ,exhibition planning ,conference implementation , suppliers liaison etc
* Being responsible for all project budgets from start to finish.
* Ensuring excellent customer service and quality delivery

**WAYANAD HOLIDAYS (STREAM VALLEY RESOTRS (MAR 2006 – MAY 2007)-PART TIME**

**Job Title: Tour & Reservation Executive**

Job Profile:

* Assist guests with airline bookings and reconfirmation’s and all departments in being receptive to the needs of guests. 
*  Attend recreation activities, Plan and conduct group and function rundown meetings 
	+ Assist in any other duties when required by the Front Office Manager Assist with translations as required, Provide feedback from Guests to Front Office Manager for action 

**THE WOODLANDS (`JAN 2004-JAN 2005))-PART TIME**

**Job Title: Guest Relation Executive**

**Job Profile:**

* Schedule activities for guests, Coordinate and supervise all activities for guests
* Plan and coordinate all promotional activities targeting clients
* Trace relevant statistics about clientele 

**Computer Skills**

**Packages:**

* Ms Office, Ms Word, Ms Excel ,Ms Power point, Photo shop

**Operating systems:**

* DOS Windows 98 Millennium and XP
* Well experienced in Internet and computerized office environment



**Hobbies**

Travelling, Leaning new Culture,

**Others**

Have Done Projects on:

Tourism in Wayanad

I hereby declare that all the above given information is true to best of my knowledge and belief.

Palce:Bangalore Date: