**SIVANARAYANA PAMURI**

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**EDUCATION**

**Travel and Tourism Management** **May 2016 – Jun 2018**

**Indian Institute of Tourism and Management** 72%

**Bachelor’s in mathematics, Statistics and Computer science Jun 2012 – Jul 2015**

Rayalaseema University, Kurnool 70%

**TECHNICAL SKILLS**

Proficient in MS Excel, MS Word, MS Powerpoint.

Basic Knowledge in Python.

**Professional Experience**

**Administration officer – Nalanda Educational Institutions Jan 2022 – present**

* Responsible for maintaining the school curriculum, hiring, training, and advising the staff.
* Implementing the actions that improve the school and quality of education.
* Responsible for school campaigns, Admissions, regular communication with the parents on how to improve overall growth of the students.
* Managing and conducting the examinations throughout the year.
* Planning and coordinate the school events and other extra curriculum activities like games, sports etc.
* Responsible for planning school budget and overlooking all other school’s maintenance costs etc.
* Assessing the performance of teachers and help to improve the quality by building different team events and training events.

**Junior Logistics Manager- Adani Ports & SEZ May 2019 – DEC 2021**

* Responsible of all shipping operations of a vessel and cargo from origin to destination.
* Coordinate and communicate with shipmasters, customers and agents involved for smooth and efficient shipment operation.
* Preparing and updating the work sheets, position reports, Cargo updates, daily load/discharge rate at various stages of shipment.
* Implementing plans for domestic dispatch of cargo once arrived in the port as per customer’s request.
* Plan and attending meetings for planning vessel berthing and un-berthing and how to manage the cargo of multiple vessels
* Closely work with customers, vendors and port and custom authorities to get the required permissions and clearances for the vessels and cargo.
* Resolving customer complaints and issues arising in shipping or inventory handling.
* Coordinate with Port authorities, ship owners to reduce the risk of losing cargo and long docking times.
* Plan and coordinate the meetings on cost control, increase in profit margins, daily port operation, inventory control etc.
* Maintain the monthly and yearly imports and exports dispatch reports, routes of vessels to optimize the shipping handling for the future shipments.

**Internship**

**Cox and Kings Ltd** **Feb 2018 – Apr 2018**

* Provided personalized recommendations, tailored itineraries, and showcased traveled experiences to walk-in customers based on their preferences and needs, ensuring smooth deal closures.
* Guided customers through the process of obtaining necessary documents and provided pricing information and addressed customer inquiries.
* Collaborated with internal stakeholders and suppliers to facilitate reservations, secure booking confirmations, and ensure the best rates and availability for customer travel arrangements.
* Participated in travel industry events to network with professionals and expand business opportunities.

**Southern Tours and Travels Pvt Ltd May 2017 – Jul 2017**

* Preparing customized itinerary as per customer interests.
* Cold calling customers and explaining the products, services and delas.
* Negotiations with vendors like Hotels, Cabs, and Bus providers.
* Destination Tourism management
* Presentation to different companies about the products and generate the business.

**Professional skills:**

* Effective presentation skills
* Active and fast learner
* Team player
* Communication skills
* Adaptibility