

## **SURAKSHA**

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### **Career Objective**

To evolve as a competent professional and contribute to the organization with my capability to adapt and willingness to learn, for the rigors of the turbulent business of tomorrow's world leading to leadership and mastery.

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### **Professional Experience**

- 1. Royal Arabian Destination Management Company**-from 15<sup>th</sup> June 2018-8<sup>th</sup> April 2019  
**Role** - Junior Tour Executive - FIT Leisure
  - 2. Royal Gulf Tourism LLC**-from 15<sup>th</sup> April 2019-31<sup>st</sup> December 2021  
**Role** - Reservation officer
  - 3. Power Express**-from 25<sup>th</sup> July 2022-30<sup>th</sup> April 2023  
**Role** – Retail Sales Coordinator
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### **Basic Academic Credentials**

Degree	Year of Passing	Name of the Institution	University/ Board	Percentage/ CGPA
BE (ISE)	2018	Alva's Institute of Engineering and Technology	Visvesvarayya Technological University	64.5%
PUC (PCMB)	2014	Manipal Pre-University College, Manipal	Department of Pre-University Education	77.5%
SSLC	2012	Parkala High School English Medium, Parkala	Karnataka Secondary Education Examination Board	78.56%

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## Experience

### Reservation Officer

- Once after receiving the enquiries from the agents, preparing the quotations based on the client requirement
- Doing follow up after sending the quotation to the agent
- If client need any changes in the quote, then sending the revised quotation as per the new requirements
- After receiving the confirmation from agent side checking the availability with the hotel if it is included, then processing the hotel in case it is on refundable basis
- Sending excursion request to excursion team
- Reconfirming the booking before the travel date

### Retail Sales Coordinator

- Buying Generator leads from different lead sources such as India mart, Just dial, Sulekha etc., Understanding customer requirement, filtering the leads by Emotional Intelligence
  - If the Enquiry is within Bangalore region assigning that to respective Sales Engineer, if it is from outside Bangalore region then checking the requirement, preparing quotation and sending that to the customer
  - Once after getting confirmation preparing purchase order and Invoice
  - Collecting the amount from customer, coordinating with transportation team until the DG get delivered to customer's location
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## IT Proficiency

- Microsoft Office Word, Microsoft Office Power Point, Basic Excel
  - Internet Browsing
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## Achievement

- Won first prize in Department level Project Exhibition for the Project "A New Automated Medicine Prescription System for Plant Diseases"
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## Extra-Curricular Activities

- NSS Volunteer in Alva's Institute of Engineering and Technology from 2016-2018 and coordinating NSS activities
  - Member of Imagine Club
  - Attended Workshop on Java and Android
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## Languages Known

English (RWS)  
Kannada (RWS)

Tulu (S)  
Hindi (RW)

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**Personal Details**

**DOB:** 23/12/1996  
**Father's Name:** Ananda  
**Nationality:** Indian  
**Gender:** Female  
**Permanent Address:** Moodumane Bellampalli, Bellampalli post Udupi Tq & Dist.-576124