

MAYANK BHURANI

EDUCATION

Bachelor of Commerce

Jai Narain Vyas University

04/2021 - 05/2024
Jodhpur, Rajasthan

STRENGTHS

- ★ **Accounting**
Skilled in accounting, data entry, and reconciliation of bank statements
- ☆ **Microsoft Office**
Proefficient in Microsoft excel

SKILLS

bank reconciliation · Data Entry ·
EXCEL · Microsoft Excel ·
Microsoft Office · Tally

KEY ACHIEVEMENTS

- 💎 **Team Leader In Field of Visa Department and B2B packages department**

LANGUAGES

English	Proficient	●●●●●
Hindi	Native	●●●●●

Travel Planner

+91-7412950282 @ bhuranimayank19@gmail.com Jodhpur, Rajasthan

SUMMARY

Detail-oriented travel planner with over 2 years of experience in travel management and customer service, expert in B2B package sales and visa operations. My key achievements include successfully leading a team in the Visa Department and enhancing sales strategies for Dubai B2B packages, resulting in increased overall sales. Seeking a Customer Service Representative position , where I can leverage my travel planning and customer service skills to support your mission of delivering bespoke and high-quality experiences to guests and hosts, ensuring their unique needs are met with exceptional care and attention.

EXPERIENCE

Travel Executive	2022 - 10/2024
Holiday Chacha Pvt Ltd.	Jodhpur, Rajasthan

- A travel planning company specializing in B2B packages and visa services.
- Managed the payment of all tour packages and itineraries
 - Gained knowledge about Domestic and Dubai Packages
 - Promoted to Dubai B2B packages Sales Team
 - After setting up a dedicated team in the B2B packages department became a new Team Leader in Visa Department
 - As a Team Leader my role is to manage the back operations of Visa Team and achieving sales target of sales team and providing training to the new team member on the Work of Visa Counselling and back operations and File preparation

Accountant	03/2020 - 10/2022
Freelancer	Jodhpur, Rajasthan

- Provided accounting and data entry services for various clients.
- Performed accounting for clients in Tally, including sales, purchase, and journal entries
 - Conducted bank reconciliation and created new items in inventory.
 - Managed document filing and data entry works using Microsoft Excel

Sales Supervisor	05/2018 - 03/2020
Kids Street Trading LLC	Dubai

- A retail company operating in Dubai focused on children's products.
- Educated the sales team about new products
 - Created schemes and promotional ideas to attract new customers
 - Supported team members in achieving sales targets and goals
 - Collected feedback from customers to improve experiences
 - Managed day-to-day duties and supervised contracted employees
 - Oversaw hiring and facilitated training for professional growth
 - Managed a team of nine employees