



ADITYA THAKUR

📍 Pashan, Pune, India 411021

☎ +919545506772

✉ mailadi.thakur@gmail.com

🌐 <https://www.linkedin.com/in/aditya-thakur-5a9b3516b/>

[Bold Profile](#)

PROFESSIONAL SUMMARY

Experienced Sales Consultant, Office Administrator, and Business Development Manager with a strong background in the Travel, Recreational, Aviation, and Real Estate sectors.

SKILLS

- Outbound sales calling
- Product and service knowledge
- Business opportunity development
- Marketing strategy
- Online Marketing
- Advertising Strategies
- Sales Enablement
- Solution sales
- Cold-calling
- CRM Software
- New Business Development
- Sales Strategies
- Contract negotiation and closing strategies
- Social Media
- Account Management
- Social Media Marketing
- Business Development
- Email/Chat communication
- Professional Scuba Diving
- MS Office

WORK HISTORY

SENIOR SALES CONSULTANT, 10/2022 - Current

Trek Panda, Pune, IN

- Managing the travel sales of Sahayadri treks, South & North India backpacking trips, as well as international trips to Vietnam and Thailand.
- Broadcasting available trips on B2B groups.
- Providing on-call, as well as chat support to B2C/B2B clients.
- Assisting clients with their bookings, as well as the post-booking process.

DIVEMASTER (FREELANCE), 01/2017 - Current

PADI, Pune, IN

- Assisting PADI Instructors in scuba diving courses.
- Guiding the dives for certified fun divers at different dive sites.
- Assisting new and experienced divers with the Scuba Diving gear.
- Managing the Dive Centre operations.

- Managing inventory of the gear at the Scuba Diving Centers.
- Conducting PADI Discover Scuba Diving sessions for non-swimmers in confined water, as well as in open water.

PARTNER, 06/2018 - 11/2022

Concept Builders, Pune, IN

- Experts in land/plot dealings, residential, and commercial construction.

OFFICE ADMINISTRATOR, 01/2021 - 03/2022

Emperors Trade, Pune, IN

- Coordinating office activities and operations to ensure efficiency and compliance with company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Making calls to the clients from the data provided.
- Keeping stock of office supplies and placing orders when necessary.
- Managing agendas, travel arrangements, appointments, etc. For the CEO.
- Managing phone calls and correspondence (E-mails, letters, packages etc.)
- Creating and updating records and databases with personnel, financial, and other data.office

PADI DIVE MASTER/BUSINESS DEVELOPMENT & SALES MANAGER, 11/2017 - 03/2020

Absolute Scuba India, Pune

- Safe conduct and completion of all pool-based Discover Scuba Diving programs offered by Absolute Scuba.
- Managing complete inventory of the above programs on the booking platforms of 'Bookmyshow' and 'Go Eventz', including liaison with and updates to the same throughout the year.
- Assisting the PADI Instructor with PADI certification courses during the confined water segments at our training pool.
- Assisting the extended operations at Andaman & Nicobar Islands, Lakshadweep Islands & Netrani Island in Murudeshwar, Karnataka via assisting in PADI courses (open water segment) as well as escorting 'Certified Divers' on guided tours.
- Conducting 'Refresher Dives' and 'Equipment Orientation' for certified divers who had not dived in a while.
- Maintaining the Dive Centre at the training pool, vis-a-vis routine maintenance, safe filling of all Scuba cylinders in being ready and available for all training requirements.
- Following up on inquiries from potential customers and promoting continued education of PADI courses.
- Managing sales and marketing of all Luxfer Uttam India SCUBA cylinders and valves in sync with monthly and annual targets to our B2B/B2C market.
- Managing sales and marketing of Uttam 'OxyGo' products to our B2B/B2C market.
- Promoting Luxfer Uttam India by handling our social media accounts for Luxfer - Absolute Scuba promotions of products.
- Handling all inquiries and after-sales follow-up from our B2B/B2C market.
- Representing team Luxfer Uttam India at dedicated booths during ADEX & DRT Scuba Diving Expos held in India.
- Maintaining all internal trade processes and compliances for effective sales.

CUSTOMER SERVICE EXECUTIVE (UNITED AIRLINES), 06/2012 - 10/2015

Wipro Ltd, Pune, IN

- Answering back-to-back calls of the customers and escalating their issues/queries.
- Booking domestic, as well as international, flight reservations for United Airline customers.
- Rescheduling or cancellation of flight reservations.
- Providing email support to customers.
- Performing KYC of the customers.

QUALITY ASSURANCE TEAM MEMBER FOR MSS UNIT IN KPO , 09/2010 - 04/2012

iSN Global Solutions, Pune, IN

- Performing Quality Checks for the reports of 6 KPU projects (26 Mystery Shopping clients), which are edited by the CSA's.
- Editing of reports for 26 US-based Mystery Shopping clients.
- Directly reporting to the Operations Manager.
- Managing a shift that consists of a team of a minimum of 10 CSAs.
- Communicating with clients daily through emails, MS Outlook, web chat, and webinars.
- Testing of new project reports.

COMPUTER HARDWARE SUPPORT ENGINEER/FRONT OFFICE ADMINISTRATOR, 12/2009 - 08/2010

S.R Developers, Pune, IN

- Maintenance of PCs for a construction-related firm.
- Internet troubleshooting.
- Maintenance and troubleshooting of printer-related issues.
- Worked on AutoCAD software.
- Handling overall administration of the company.
- Coordinating office activities and operations to ensure efficiency and compliance with company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Keeping stock of office supplies and placing orders when necessary.
- Managing phone calls and correspondence (E-mails, letters, packages etc.)
- Creating and updating records and databases with personnel, financial, and other data.

COMPUTER HARDWARE SUPPORT ENGINEER, 10/2008 - 11/2009

CompCare Services, Pune, IN

- Desktop Troubleshooting.
- Operating System and software/applications installation and troubleshooting.
- Giving support to laptop or printer-related issues.
- Making sales of computer hardware parts and accessories.

K-Ware Institute, Pune, Pune, 06/2009
Diploma: Computer Hardware And Networking

Ranade Institute of Foreign Languages, Pune, Pune, 12/2007
Intensive Certificate Diploma: German (Deutsch) Language

Symbiosis Institute of Arts & Commerce, Pune, Pune, 02/2005
HSC

Sacred Heart High School, Vashi, Navi Mumbai, 03/2003
SSC

PADI DIVEMASTER

- License No. - 395521

LANGUAGE SPOKEN

Marathi: First Language

English: C2

Proficient (C2)

Hindi: C2

Proficient (C2)

German: B1

Intermediate (B1)