Amar Punia

Phone: +91 8447979902

Email: [puniyaamar90@gmail.com](mailto:puniyaamar90@gmail.com)

Dear Sir/Madam,

I am writing to apply for the Job in your esteemed organization. As for this job I am enclosing a complete job application, my resume.

Recently I am working with **Le passage To India Journeys Pvt Ltd as Inbound (Operations) Executive in South Africa Division.**

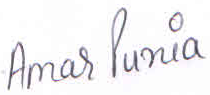
I believe that my knowledge, my education qualification & 4 year trade work experience with various organisations will make me a very competitive candidate for your organization. Here I have learnt tour operations & Sales techniques like – selling packages, sell tailor made tours, doing costing, designing Itineraries etc.

Please check my candidature for this post with attached document.

I can be reached at puniyaamar90@gmail.com or my cell phone, **+91 8447979902**

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,



(Amar Punia)

**Curriculum Vitae**



Amar Punia

+91 8447979902

[puniyaamar90@gmail.com](mailto:puniyaamar90@gmail.com)

**CAREER OBJECTIVE**

To do work through dedication, honesty, latest trends, new ideas and to be a part of a systematic and efficient work culture.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Stream** | **Degree / Diploma** | **University / Institute** | **Division** | **Year** |
| MBA (PGDM) | Tourism & Travel | MBA (PGDM) | Indian Institute Of Tourism & Travel Management | First | 2015 |
| Graduation | Commerce | B.Com | HNB Garhwal University | First | 2011 |
| Intermediate | Commerce | 12th | Uttarakhand Board | First | 2008 |
| High school | Science | 10th | Uttar Pradesh Board | Second | 2006 |

**CURRENT WORKING POSITION**

Working in Go India Journeys, a sister concern of Le Passage to India Journeys Pvt Ltd.:

**Designation:** Executive – Inbound operations

**Market Looking**: Africa Market

**Duration:** Working Since 01 Dec’2016

**Skills Acquired from there:**

* Direct communication with Travel agents inside India and overseas Agents of South Africa.
* Have good relations With FTOs.
* Documentation (e.g. – Voucher making, Invoicing, Billing & filing etc.).
* Working on company’s own software (Travel Assist)

**WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Organisation** | **Days Worked** | **Market** | **Key Skills & Market Handled** |
| **Executive** | Trail Blazer Tours Pvt. Ltd | 01 Year 04 Months | Far East Market  (Japan, China, South Korea & Taiwan ) | Tour Operations, FIT & GIT, Handled Clients, Costing & Designing itinerates |
| **Executive** | Mercury Himalayan Exploration | 09 Months | European Market | Tour Operations, FIT & GIT, Handled Clients, Costing & Designing itinerates |

**INTERNSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Organisation** | **Days Worked** | **Skills Acquired** |
| Intern | Mercury Himalayan Exploration | 60 days | Costing, Tele Query Handling, Database Maintenance, Operations, Front Office Operations, Kitchen Services, Camp Leader Services and Client Handling & Escorting. |

**ADDITIONAL QUALIFICATION**

* Completed a 10 day adventure course from Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports, Manali.

**AWARDS AND ACHIEVEMENTS**

* Won 3rd prize in business plan in National Tourism Entrepreneurship Development Summit (NTEDS) in Central University of Jammu.
* Won 2nd prize in business idea in Indian Institute of Tourism & Travel Management.
* Won 1st prize in business Quiz in Indian Institute of Tourism & Travel Management.

**STRENGTHS**

* Adaptability and ability to learn things quickly.
* Open to critique and suggestions for improvement.
* Ability to work and perform in a team efficiently.
* Realistic and altruistic Approach.

**PERSONAL DETAILS**

Father’s Name  **:** Mr. Virendra Singh

Date of Birth  **:** 28-10-1990

Permanent Address : Vill- Nathodi, Post- Nakur, Distt.-Saharanpur (UP)

Religion  **:** Hindu

Nationality **:** Indian

Language Known **:** English, Hindi and Punjabi

Marital Status **:** Married

**DECLARATION**

I do hereby affirm that all the above information furnished by me is true, correct and complete to the best of my knowledge and belief.

Date:

Place: Delhi (Amar Punia)