Ramandeep Verma

Res. Add. FC-110, Tagore Garden New Delhi
Mob. 095824 44080
Email: ramandeep0206@gmail.com
Date of Birth – June 02nd 1987

Career Objective:

➢   To have dynamic carriers, which give me a chance to grow economically, emotionally and psychological exercise, my knowledge and ability in the best of interest of the over-chaining scenario

Education Qualification:

➢ Graduate B.COM in Commerce (B.Com) from Guwahati University, New Delhi
➢ Intermediate from CBSE .Board New Delhi.
➢ High School from CBSE .Board New Delhi.

Working Experience:

➢   Reservation Executive at "Yatra. Com in Gurgaon for 1 Year.
➢ Worked for one-half years as a Reservation Head in "KSM HOTEL CONNECTONS INDIA PVT LTD in New Delhi"
➢   Worked in NSPN Tour & Travels Pvt. Ltd for 1 Year as Reservation Supervisor Lead
➢   Worked as a Reservation Supervisor in " Hotel Clarks Height" for 1 year.
➢   Worked 2 Years in "Maithri Holidays" Sr. Tour Executive
➢   Presently working in Active India Holidays as a Sr. Reservations Executive

Presently Responsibility:

➢ Hotel Bookings, Transport, Contract rate, Up to date booking status.
➢ Payments follow ups & maintain in a chart on daily basis.
➢ Process hotel bookings & guides bookings for each destination according to itinerary.

Computer Skills:

➢ Basic Computer Knowledge. (MS-Word , MS-Excel)
➢ Knowledge of Internet
➢ Knowledge of MS – office.
➢ Knowledge of Outlook Express

Extra Activities:

➢ Participated in different Camps organized by Guru Nanak Public School, New Delhi.

Hobbies: -

- ➢ Traveling,
- ➢ Playing,
- ➢ Listening music,
- ➢ Reading book
- ➢ Dancing
- ➢ Internet searching

Strength: - □   Workaholic, self –disciplined, systematic person, social nature and good listener with having   Flexible attitude.

Personal Details:-

Husband Name	:	Mr. Kunal Verma
Nationality	:	Indian
Sex	:	Female
Marital Status	:	Married
Language Known	:	Hindi, English , Punjabi

Date: 27.02.2017

Place: Delhi   Ramandeep Verma