



## **CURRICULUM VITAE**

Name : Ashok Vardhan Mishra  
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### **SUMMARY OF 10 YEARS EXPERIENCE & QUALIFICATIONS**

I am a management post-graduate with proven record of business understanding and team leadership, with full responsibility. I am aggressive in work with no-nonsense attitude and believe in leading my team as an intrapreneur (working like an entrepreneur). Growth motivates me, new responsibilities encourage me and believe in learning, innovations, new ideas.

Ten years of working experience in (India) In-bound Adventure and International Schools Trips. Directly handling the Foreign Tour Operators Queries (esp. from Far-East, China) & India along with queries from foreign based schools trip queries. Leading an inbound team of 03 members and created freelance adventure team of 10 members for operating inbound adventure and school's trips.

Along with all the above experiences, I have worked as an Adventure start-up consultant as mentioned below.

### **PROFESSIONAL WORK EXPERIENCE OF 10 YEARS**

#### **03 PLUS YEARS EXPERIENCE WITH - TRANCE HOLIDAYS PVT. LTD.**

(Trance Holidays, Delhi is well-known Indian DMC in China)

**Manager: Inbound Adventure Trips - (April 2015 to December 2016)**

**Sr. Manager: Inbound Adventure & International School's Trips Department (January 2018 to Till Date)**

#### **Inbound Adventure Department**

- Adventure product development & costing is my main responsibility for In-bound & School Queries from Far East & China through F.T.O's.
- **Managing 03 members operations team and ensuring smooth operations of the tours.**
- Negotiating inventory and rates with the hotels, arranging new transporters with better rates and services.
- Organizing, training and briefing the guides for tour service as per the requirements of the F.T.O's.
- **Invoice clearance and closure of accounts with F.T. O's.**
- **Vendor's bills and accounts verification.**
- **Preparing P&L accounts of department.**
- Selecting, booking, and participating in the Travel Trade Fairs (mainly in India and China).
- Data Analysis of Chinese Exhibitions & Conference in India for targeting the new customers.
- Arranging relevant invitation letters through companies' network for Chinese Delegation VVIP trip to India. Etc
- **Identifying possibilities for the expansion of the Company, making detailed business plans etc.**

### Schools Department (**Founder & Head of the Department from 01 January 2018**)

- Preparing different types of C.A.S, Week Without Walls, Duke of Edinburg's program, Outdoor & Adventure Camps, Foreign Exchange Program, Teachers programs and other domestic and international tour programmes and quotations for IB & Cambridge Board Schools in India & Abroad.
- **Meetings with the Principal & Chairperson of the Schools in Delhi/NCR for outdoor educational trips and successfully operated C.A.S trips & adventure programs.**
- Created a freelance team of 10 outdoor & adventure experts
- Hiring interns and managing a team of 2 interns for sales and marketing.

### **01 YEAR 5 MONTHS EXPERIENCE WITH - SNOW LEOPARD ADVENTURES P LTD. -DELHI**

(Best Adventure Tour Operator of India - 2015)

**Assistant Manager - Schools Department: October 2013 to August 2014**

**Manager & Schools Department Head: September 2014 to March 2015**

- **Preparing** different types of **C.A.S & Week Without Walls school tour programmes** and quotations mostly for foreign based school.
- Discussing the C.A.S tour itineraries & quotation with tour in charge at different level in the schools and clearing all their doubts.
- **Giving presentations to parents, school teachers and management** for school group tours.
- **Preparing G.D.N and Operations Service Vouchers** for the Camp staff to delivers the commitments made to the parents, teachers and management and meet the expectations of the groups.
- Assigning responsibilities to the camp team of 20 members as per the final itinerary through operations team.
- **Heading** & taking tour reports through **operations team of 3 members** about the movement of the groups at different Camps in different locations and keeping the F.T.O, Schools and Company updated with the progress of the programmes.
- **Booking hotels, flights, trains, guide, transport etc with the operations team of 03 members**
- During off season
  - studying market trends and researching new programmes to understand the changing demands of the groups and travellers, potential change in sales volumes and effect of competitors' operations and sales
  - Establishing short term and long-term objectives for the camp staff at different locations whilst ensuring the camps runs efficiently and effectively in line with company standard operating procedures
  - Training new staff and preparing for the upcoming season for the day to day operations of the business.

### **03 MONTHS EXPERIENCE WITH - WINDSOR MOUNTAIN INTERNATIONAL SUMMER CAMP- New Hampshire (U.S.A)**

**Camp Counsellor - Tripping and Rope course: (June, 2013 – August, 2013 as per visa validity)**

- Deciding, preparing, and promoting local adventure-based trips in the camp to sensitize children with several local issues and educate them about the environment.
- Preparing three-day trip itinerary from camp to Camp for campers
- Deciding food menu/list, transport, equipment, and safety gear and arranging necessary permissions for the trip like campsite booking
- **Booking campsites, activity trainers, transport etc for the trip**
- Other **camp counsellor responsibilities** at camp

### **09 MONTHS EXPERIENCE WITH - SHIKHAR TRAVELS (I) PVT. LTD. New Delhi**

(A company as old as Adventure Industry of India)

#### **Sr. Executive – Tours: (August 2012 – May, 2013)**

- Designing commercial Mountaineering Expeditions itineraries to Indian Himalayas.
- Preparing costing of Mountaineering Expeditions and different In-bound tour programs offered by the company
- Replying Indian and foreign based school's queries for trip to India
- Making hotel, train/flight, transport, and restaurant bookings for the groups
- Leading trekking, camping, and Mountaineering expeditions in Indian Himalayas. etc

### **3 YEARS EXPERIENCE WITH - ALTITUDES EXPEDITIONS PVT. LTD. NEW DELHI**

(oldest adventure training company for school groups)

#### **Sr. Executive – Marketing & Adventure Trainer: (August 2011 – May 2012)**

#### **Executive - Sales and Adventure training: (May, 2009 – July, 2011)**

- Targeting the market geographically and appointing team of interns for respective market to meet the sales target
- Preparing innovative adventure training programmes for school students & corporate groups.
- Meeting the clients and establishing network base to increase the reach of the company.
- Assisting Business Development Director in sales and collection of payments
- Adventure trainer at “Camp Bagicha” – training centre for school students and Corporates
- Rope course Instructor at several In-house workshops in Schools and Corporates

### **PROJECTS UNDERTAKEN**

#### **Xplorazzi Adventures Pvt. Ltd. (A start-up by IIT'ns based in USA)**

(March, 2015 to February, 2016 - Adventure Start-Up Consultant)

- Project planning, company registration, fund allocation, supplies procurement, recruiting, adventure programmes training to new staff,
- Developing inbound & domestic adventure training & tours itineraries for adventure enthusiasts, groups (both school & corporates) & families.
- Process mapping of adventure tour operations at different locations
- Contracting with suppliers, vendors and other agents and many other responsibilities

### **EDUCATIONAL QUALIFICATIONS**

- Post Graduate Diploma in Business Management -Finance (PICT College, Pune 2007-09)
- Pursuing Diploma in Tourism Studies IGNOU University –Session 2013
- Bachelor In commerce, Sambalpur University (Session 2004-07)
- M.G.M English School, Rourkela (I.S.C Board) in 2004
- M.G.M English School (Rourkela) (ICSE board) in 2002.

### **HOBBIES AND OTHER QUALIFICATIONS: -**

- Basic Mountaineering Course (“A” Grade) Nehru Institute of Mountaineering – Uttarkashi
- Advance Mountaineering Course (“A” Grade) Nehru Institute of Mountaineering – Uttarkashi
- Advance Rock Climbing Course (“A” Grade) Swami Vivekanand Mountaineering Institute – Mt Abu
- Qualified to participate in I.M.F Expeditions as a Liaison Officer
- First Aid and Health care certification from VIVO Health Care
- PADI Open water scuba diving certification.

## ACHIEVEMENTS AND OTHER EXPERIENCES

- Participated in Government of India Expedition to Mt Kuchela Expedition (6,750M) as a climbing member in 2012 (Kumaon Region)
- Climbed Mt Stok Kangari in 2010 (Ladakh Region)
- Climbed Mt D.K.D-II (5,895 M) in 2009 (Garhwal Region)
- Participated in Mt Neelkanth Expedition in 2009 (Garhwal Region)
- Trekked- Kalindi Khal; Tapovan; Gaumukh; Roopkund; Dokrani Bamak Glacier; Milam Glacier; Pindari Glacier; Dodital; Panchachuli; Panwali Dwar; Valley of flowers; Hemkund Shahib; etc in Garhwal & Kumaon Region
- Organized many trek, Mountaineering Expeditions, and adventure training programs
- Organized Quiet India Campaign – Against Noise pollution (Pune), Rhythm Divine – An Inter School Dance Competition (Rourkela),
- Co-ordinated Initiatives of Change Regional Youth Conference - Bhubaneswar and attended many National Youth Conferences.

### Languages Known:

Read & Write: English, Hindi, Oriya, Awadhi, Bhojpuri

Can Understand: Bengali, Gujarati & Punjabi

### Global Exposure: USA, & European Countries

### CORRESPONDENCE DETAILS: -

#### Current Address:

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#### Permanent Address:

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