



# SONU KUMAR

INBOUND TOUR EXECUTIVE

## PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

## CONTACT

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901-578-1614

## EDUCATION

IGNOU

Pursuing M.A in Tourism

Delhi University

Graduation in History in 2011

CBSC

12th / 10th in 2007/5

Delhi University's

Certificate/Diploma/ Advance

Diploma in French in 2011/12/13

The Tourism School

1 year Diploma in Travel & Tourism in 2015-16

IGNOU

## SKILLS

- Exceptional communication
- Successful working in a team environment, as well as
- independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

## WORK EXPERIENCE

### UVCT (NGO)

JULY 2014 - AUGUST 2015

- Outreach worker
- file Maintenance
- Data entry work on Computer
- Prepare report over running project

### Rediscover India Tours & Travel, Inbound Tour Executive

JANUARY 2016 - JULY 2018

- file Handling
- Transport booking
- Getting Venders Contract rates ( Hotel, Transport & Restaurant)
- Travel documents preparing (Hotel Voucher, Service Voucher, Invoice etc )
- Coordinate with Venders and local service provider
- Doing Inbound & Domestic Costing as well
- Prepare Cost proposal
- Sales B2B ( Inbound & Domestic)
- Dealing with FTO's
- Assistance upon arrival & Departure
- Group Escorting