



MONIKA DHIMAN

PERMANENT ADDRESS: V.P.O Gharoh, Teh.Dharamshala, Distt. Kangra (HP)-176215

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PERSONAL PROFILE:

Date of Birth: 26.09.1994

Father's Name: Mr. Vijay Kumar

Nationality: Indian

Marital Status: Unmarried

Gender: Female

OBJECTIVE:

Pursuing opportunity which will allow me to grow professionally and where my skills will be best utilized and nurtured for a long term relationship, resulting in mutual benefits.

QUALIFICATIONS:

- Post Graduation - M.B.A (Specialization in Travel & Tourism) from Central University of Himachal Pradesh (2016 - 2018)
- Under graduation - from Himachal Pradesh University (2015)
- 12th from Himachal Pradesh Board of School Education (2012)
- 10th from Himachal Pradesh Board of School Education (2010)

WORK EXPERIENCE:

- Organising member of the World Tourism Day Celebrations on 27th September, (2016-17) held by School of Tourism, Travel and Hospitality Management, C.U.H.P.
- 8 months internship in Nivalink Tours & Travels Pvt. Ltd.
- 05 months worked as an Operation support staff in MICE department in Nivalink Tours & Travels Pvt. Ltd. - did the back end coordination for MICE files for Domestic & South East Asia
- Later transferred to handle the FIT & Cricket World Cup queries.
- Account management for the FIT queries of Emcure Pharmaceuticals.

JOB RESPONSIBILITIES

- Hotel Booking through mail and phone calls.
 - Negotiating rates with hotel.
 - Designing itineraries.
 - Sending quotations to clients and follow up.
 - Costing of packages, payments, refunds and other operational responsibilities.
 - Coordination with agents for better outcomes.
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ACHIEVEMENTS:

- Leadership Development Camp (LDC), Manali (2017) - (12600 feet)
 - Tour Escorting with 2 groups to Agra & Dharamshala
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COMPUTER PROFICIENCY:

- Basic knowledge of Computer Applications
 - Handling operating system like Window XP, Win 7, Win 8
 - MS Office (Word, Excel, PowerPoint)
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INTRESTS:

- Travelling
 - Listening to Music
 - Interacting with people
 - Internet Surfing etc.
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KEY SKILLS:

- Growth Oriented
- Hard working
- Responsible
- Team sprit with adaptability
- Honest
- Along with English, Hindi, Punjabi, Pahari.

DECLARATION:

I hereby certify that all the information mentioned above is true to the best of my knowledge and belief.

Dated:

Place:

Authentically,

MONIKA DHIMAN