**NISHA PAL**

Email: [nishapaal2010@gmail.com](mailto:nishapaal2010@gmail.com) **Phone no.** : +91-9910924043

**Experience & Education Summary**

* PGDM from Vikrant Institute Management & Technology of Gwalior
* BCA From Jiwaji University Gwalior
* Experienced in Travel Process as an Assistance Manager
* Manager, Team Leader, Computer Operator , Office Assistance , Customer Care Executive

**Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Subjects / Specialization** | **%** |
| 2012 | BCA | Jiwaji University, Gwalior | Computer Appliction | 70% |
| 2009 | HSC | M . P. Board , Gwalior | Science | 78% |
| 2007 | SSC | C.B.S.E Board, Gwalior | All Subject | 64% |

**Work Experience:**

**Jayasree Travels & Tours Co.**

|  |  |
| --- | --- |
| Period | 05- 04- 2014 to Till Present |
| Role | Manager |
| Tasks Performed | Itinerary, Vouchers , Costing , etc.  File Maintenance, Coordination with transporter, hotels etc.  Excellent presentation and negotiating skills  Exceptional computer and Internet skills  Excellent presentation and negotiating skills  Able to work with all levels of management  Dedicated to making sure that all travel arrangements meet customer needs  Very strong corporate networking skills  Willing to spend significant portions of time on the road |

**Colorful Travel Price Pvt. Ltd. (Delhi)**

|  |  |
| --- | --- |
| Period | 01-09-2012 to 25 -02-2014 |
| Role | Sr Operation Executive |
| Tasks Performed | * Design the Itinerary of International Packages * LTC/LFC Packages * Find the Best Routing & fare according to client * Customize Package & Group Packages * Tie-ups with Hotels, Transport & supplier * Making Invoice, Hotel Vouchers & Issuing Air Tickets,Visa * Handling the back office work |

**IT Skills:**

Basic MS Office C , C++, Oracel

Mailer PPT for Presentation

**Language Known:**

English Hindi

**Achievements & Extra Curricular Activities :**

* Actively Participated in various games and cultural programmed at school level.
* Actively participated in college fest (spandan)
* Actively participated in M.I.M.T Disha in 2010

**Personal Details:**

|  |  |
| --- | --- |
| Date of Birth | 25-01-1992 |
| Nationality | Indian |
| Gender | Female |
| Marital Status | Unmarried |
| Address | Flat no 39, Pocket 16A , Rohini Sec -22 Delhi 110086 |

**Declaration :** I hereby Declare that all the details furnished true to the best of my knowledge.

**Date : Nisha Pal**

**Place : New Delhi**