

KAJAL MATTOO

Mobile: +91 9354121837

E-Mail: kajalmattoo96@gmail.com

Career Objectives

To attain self-actualization by seeking opportunity in corporate responsibilities with a growth oriented organization, also to contributing my skills and knowledge to achieve the goal of the organization.

Work Experience

Currently working with Track Holidays Pvt. Ltd as a Sale Operation Team Leader from 21st Aug 2019 to Till Date.

- Working as Sale operation Team Leader For the Dubai Package.
- Handling E-mails from clients which needs to be done on priority basis.
- Arranged client approved travel plans through network of reputable vendors.
- Identifying most suitable as well as best quality service with reasonable possible rates.
- Make an alternative booking arrangements if changes arise before or during the trip.
- Book reservations for travel, hotels, such as tours and excursions.
- Tell clients about what their trip will be like, including giving details on required documents, such as passports or visa.

Worked with Holidayz Unlimited as an Sales Operation Executive from 5th March 2016 to 31st July 2019.

- . Communicating with upper management to develop strategic operation goals.
- . Developing strategic long range plans to achieve strategic objectives.
- . Responsible for the entire operations of a small business.
- . Handling Holiday Packages (Domestic & International (only Dubai) Destinations, Hotel Bookings, Ticketing (Galileo).
- . Handling both inbound and outbound calls.

Personal Assets

Good in Verbal & Mail communications.

Self-motivated, hardworking and goal-oriented with a high degree of flexibility & commitment.

A thorough professional with a proactive attitude, capable of thinking in & out of the box, generating solutions & ideas.

I have attitude to learn new things and as such will be an assets for your organization if given chance.

Result oriented and quick learner with high levels of adaptability and ability to take initiative.

Positive attitude, Dedication towards work, believe in teamwork.

Academic Qualification

Qualification	Percentage Marks (%)	University	Passing Year
PGDM In Tourism	63%	Welingker University	2021
Graduation (B.Com)	61%	Sunrise University	2017
Intermediate	Grade C1	J&K Board	2014
High school	Grade B	J&K Board	2012

Skills

Completed Diploma in Computer Application.

Applications:, TALLY, RAC, Reservation Tools.

Good working knowledge of Microsoft Office (Excel, Word, Power Point, Outlook.

Operating Systems: Windows XP/Windows 7/8/10, Windows Vista.

Personal Information

Marital Status : Single
Gender : Female
Date of Birth : 21st April 1996
Nationality : Indian
Languages Known : English
: Hindi.
Address : Flat No. 205, 3rd floor, Sai Aastha apartment, Kakrola, New Delhi-110078

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Place.....

Signature