

# **CURRICULAM VITAE**

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**Neha Singh**

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## **CAREER OBJECTIVE:**

To join motivated compact and professional organization to join Knowledge and achieve and utilizing my experience for the growth of organization and rise to higher level through hard work sincerely.

## **EDUCATION QUALIFICATION:**

- 10<sup>TH</sup> Passed from CBSE Board from Sarvodaya Kanya Vidyalaya, Najafgarh, Delhi
- 12<sup>TH</sup> Passed from CBSE Board from Sarvodaya Kanya Vidyalaya, Najafgarh, Delhi
- Graduation Completed from Delhi University.
- Pursuing MTTM (Master of Tourism and Travel Management) From IGNOU.

## **PROFESSIONAL QUALIFICATION:**

- MS Office Basic Computer (Word, Excel, PowerPoint & Internet).
- Working on Gmail & Outlook.
- Handling Customers over the call & mail.

## **EXPERIENCE:**

- 1 Year Experience in Hospitality/Tourism Company in Royal Collection Hotels & Resorts.
- Working with Asia Hotels & Resorts Based in Delhi. From last 06 years as a Reservation Executive/ Regional Manager.

**LANGUAGE KNOWN:**

- English
- Hindi

**STRENGTH:**

- I honest, initiative and ability to work as a team
- I learn my failure and try to improve.

**PERSONAL DETAILS:**

Father Name – Mr. Suresh Kumar

Date of birth – 28<sup>th</sup> December 1997

Marital Status – Unmarried

Religion – Indian

Gender – Female

**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.

**Date –**

**Place – New Delhi**

**Neha**

