



# Suraj Rane

## Contact Details



H.NO. 57, Madhala wada  
Ravan Sattari Goa



+91 72649 19615  
+91 9021386971



surajrane7272@gmail.com

## Hard Skills

Technical Skills  
Computer Skills

## Soft Skills

Teamwork  
Adaptable  
Smart working  
Attentive  
Organized  
Creative



## Experience

**Nov, 2021 - Present**

Assistant

**Bizzmirth Holidays Pvt Ltd, Panaji - Goa**

- Researched places to gather information about attractions, points of interest, history, weather & other important facts. Stayed up to date with travel industry.
- Plan and arrange tour packages, excursions & day trips.
- Tailored itineraries to meet customers specific needs & budgets to improve customer experience & built strong customer relationship
- Maintained tour records and resolved customer queries.
- Resolved customer issues and assisted them with their complaints.

**April, 2021 - Sept 2021 HDB, Margao**

Senior Sales Officer

- Handled customer queries
- Represented the bank
- Thorough knowledge of deposit and loan plans.
- Interacted daily with Internal and external contacts

**Aug, 2018 - Jan, 2019 EDC (Government of GOa)**

Surveyor

- Survey of DDSY and Griha Aadhar Scheme.



## Education

**2015 - 2018**

Second Class (49.53%)

**Bachelors of Arts**

Government College of Arts Science & Commerce  
Sanquelim - Goa

**2013 - 2015**

Second Class (47.16%)

**HSSC (Arts)**

Bhumika Higher Secondary School, Paryem - Goa

**2003 - 2013**

Second Class (45%)

**SSC**

Bhumika School, Paryem - Goa



## Other Education

Computer application 6 month HRDF Course of Computer

I hereby declare that all the information given above is true and correct to the best of my knowledge

(Suraj Krishnarao Rane)