

Resume

POOJA

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C-179, DDA flats kalkaji New Delhi.

CORE COMPETENCY:

- Sales
- Backend Operation
- Team Handling

OBJECTIVE:

“Seeking a challenging position in well-established organization that offers professional growth and sample opportunity to learn and enrich my competencies in myprofession.”

SUMMARY:

- A keen learner with ability to work under pressure and a team facilitator.
- Possess strong communication, inter-personal skills and Leadership skills.

EXPERIENCE

- 2 YEARS IN AMBIENCE AIR TOUR & TRAVELS (B2C) (2016- 2018) – TOUR EXECUTIVE
- 06 MONTHS IN HOLIDAYS BOOKERS-DMC PVT LTD (B2B) (2018 – 2018)- SENIOR TOUR CONSULTANT
- 03 YEARS IN JOURNEYS EXOTICA- THAILAND & DUBAI DMS(B2B) (2018 – 2020-2022-2023) – TEAM LEADER
- 01 YEAR EXPERIENCE IN FUTURE CHOICE CLUB- MEMBERSHIP (HOLIDAY CONSULTANT - SALES) (2021-2022)
- 08 MONTHS EXPERIENCE IN PACIFIC HOLIDAY WORLD MEMBERSHIP (MANAGER) (2023-2024)
- CURRENTLY WORKING IN LUXURY COUNTRY HOLIDAY – RESERVATION MANAGER

KEY JOB RESPONSIBILITIES:

- Handling all internal and external calls. Revert on daily Queries
- Internal sales
- Dealing with travel agents & Direct client Create itinerary
- Manage operation work Check mails on regular basis.
- Regular update to myself with the new rules in aviation sector.

- Maintain a good coordination with the staff members. Work in a Friendly environment.
- Always try to define myself as an optimistic and industries person

TECHNICAL EXPERTISE:

Power Point, MS World, MS Excel, Internet and MS Office, Outlook, CRM

QUALIFICATION:

- 10th Passed from C.B.S.E in 2009.
- 12th Passed from C.B.S.E in 20012.(Commerce with Maths)
- Graduate in B.com Pass from Delhi University (Sol) in 2017
- Diploma in travel tourism & airport handling from YMCA (2016)

PERSONAL SKILLS:

Positive Attitude,
Determined, High Energies.
Highly organized,
Hard Working and Sincere.
Good decision making and analytical skills. Able to handle people in a very efficient way.
Can work effectively in team as well as individually.

LANGUAGES KNOWN:

Hindi & English, Bengali

PERSONAL PROFILE:

Father's Name	:	Subodh Kumar Jain
Date of birth	:	03- Nov -1994
Gender	:	Female
Nationality	:	Indian
Permanent Address	:	C-179, DDA, Flats Kalkaji New Delhi.