**RESUME**

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| Prateek Prateek.159633@2freemail.com Noida, Uttar Pradesh. INDIA **OBJECTIVE** |  |
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To secure a suitable position in the challenging world so that I can make use of my analytical and academic skills to grow with the organization I am working for.

**PROFILE SUMMARY**

* A dynamic and multitalented professional with exceptional travel & tourism industry expertise and having PG Diploma.
* Good command in all industry products and markets.
* Expert in making travel plans and coordinate with client and customer.
* Proficient in MIS, and meeting targets in allowed time limit.
* Excellent in utilization of all resources.

**EDUCATION QUALIFICATION**

* Completed B.T.S From IGNOU, New Delhi, 2015.
* Completed 12th from Ram-eesh International School, Greater Noida, 2011.
* Completed 10th from Ram-eesh International School, Greater Noida, 2009.

**PROFFESIONAL QUALIFICATION**

* Completed Online Specialization Course on Switzerland & Australia.
* Completed PG Diploma in Travel & Tourism Management from KUONI Academy, Defence Colony, New Delhi. .
* Completed 1 year diploma in Office Management from YMCA, New Delhi-2012.
* Completed Certificate Course in Personality Development from YMCA, New Delhi-2011.
* Completed Certificate course in MS office and Internet Browsing From NIIT, Greater Noida-2011.

**STRENGTH’S & SKILLS**

* Ever optimistic and focused attitude.
* Good communication, interpersonal and presentation skills.
* Good leadership qualities and motivational skills.
* Patience in handling and responding to all given tasks.
* Determine and able to take responsibility.
* Adaptable to any environment.
* Considerably proactive, soft spoken, detail oriented, tactful, calm, punctual and disciplined.

**PROFESSIONAL EXPERIENCE**

**1**.Worked with **TRAVEL KING** as a **TOUR EXECUTIVE** dated 20th March 2014 to 15th August 2015.

Job Responsibilities:

* Prepare cost effective travel plans(GIT/FIT) and provide excellent customer services.
* Handle all telephonic, mail and walking enquiries for Outbound destinations like South Africa, South East Asia, Middle East ,Switzerland , India .
* Responsible for marketing and selling the special packages and hotel related products.
* Arrange accommodations according to the customer specification.
* Ensure the ticket booking follow the correct date and format.
* Responsible for hotel booking and rental car reservations.
* Responsible for travel arrangements like hotel booking and local transportation etc.
* Achieving sales target through selling tour packages.

**2.** worked with **Netambit as Holiday Expert** dated 5th September 2016 to 31 Jan 2017.

Job Responsilities:

* Arrange accommodations according to the customer specification.
* Responsible for hotel booking and rental car reservations.
* Achieving sales target through selling tour packages..

3. Currently Working with **Nirvana Trip as Travel Consultant** dated 1st March 2017 to 15th july 2017

* Prepare cost effective travel plans(GIT/FIT) and provide excellent customer services.
* Handle all telephonic, mail and walking enquiries for Outbound destinations like, South East Asia, Middle East ,Switzerland etc .& Inbound destinations.
* Responsible for marketing and selling the special packages and hotel related products.
* Arrange accommodations according to the customer specification.
* Responsible for hotel booking and rental car reservations.
* Responsible for travel arrangements like hotel booking and local transportation etc.
* Achieving sales target through selling tour packages.

**EXTRA CURRICULAR ACTIVITIES**

* Attended the Global Rail convention 2016 on April 13, 2016.
* Attended the Aviation Summit 2016 on February 18, 2016.
* Attended the OTM /TTM 2016 at Talkatora Stadium on January 31, 2016.
* Attended the SATTE 2016 at Pragati Maidan on January 31, 2016.
* Attended National Conference on Spiritual Tourism for Sustainable

Development on October 29, 2015.

* Attended Medical and Wellness Tourism Summit on August 27, 2015.
* Attended a field visit at SOTC India, Connaught Place on August 04, 2015.
* Attended guest lecture by Travelport – Galileo ITQ on July 23, 2015.

COMPUTER KNOWLEDGE

## Knowledge of MS-Word, Excel, PowerPoint and Email.

* Knowledge of CRS (Galileo).
* Internet browsing & Social Media.

PERSONAL INFORMATION

Date of Birth 01st Dec 1991

Nationality Indian

Marital Status Single

Language Known English, French and Hindi