



VATSAL CHAUHAN

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Summary

As a travel management student, I am eager to leverage my education and passion for organization and responsibility in a dynamic work environment. With a keen eye for detail and a dedication to excellence, I am determined to contribute positively to my first professional role and further develop my skills in the field of travel management. Sales-minded travel consultant with passion to sell and focused on leisure travel. Offers strong research background and love of all things travel. Enjoys working with clients searching for vacation of lifetime. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

Skills

- Cultural Sensitivity
- Active Listening
- Relationship Building
- Travel Itineraries
- Transportation Coordination
- Client Records
- Vendor Record Management
- Transportation Booking
- Travel Planning
- Data Entry
- Travel Package Documentation
- Tour Package Sales
- Leisure travel
- Multitasking

Experience

Barista Pvt. Ltd
Data Entry Intern
01/2023 - 06/2023

- Reviewed discrepancies in data received and identified potential issues or errors.
- Resolved inconsistencies in information and compiled data into specified format for entry.
- Analyzed reports to identify any errors in data entry, corrected any incompatibilities if necessary.
- Coded information according to standard procedures prior to entering it into a computerized system.
- Performed data entry of client information from source documents within time limits.

Ultima Service Pvt. Ltd. | Noida
Telecaller
03/2022 - 12/2022

- Responded to customer inquiries in a timely manner, providing accurate information and solutions.
- Answered incoming calls from customers seeking assistance with product or service related issues.
- Provided excellent customer service by responding to customer questions and complaints in a professional and courteous manner.
- Developed customer relationships through active listening, understanding their needs, and providing appropriate solutions.
- Followed up with customers via telephone or email regarding their inquiries or orders placed over the phone.

3 Months Experienced In
Sales&Marketing.

Education and Training

Don&Donna Convent School | Shahjahanpur
High School Diploma
03/2023

Aadvik Institute | Greater Noida
C++ in Computer Programming
05/2022

Languages

Hindi: First Language
English:
Intermediate