

Jaimik Thakkar

📍 A-64 , Avani complex , Naranpura, 380013 Ahmedabad (India)

📞 +91-9998223340 ✉️ jaimik29@gmail.com 💬 [Google Hangouts](#) jaimik29

Ahmedabad, 20th May 2018


Subject:

Dear Sir,

During my own business, "GoForTrip" I have gained valuable experience in Travel/Tourism industry. I am looking forward to applying my knowledge of helping management as well as Travel advisor. My multitasking work in management and administration would be an asset in this role. I am confident that I can manage the responsibilities smoothly.

I would be happy to attend an interview.

Yours faithfully,



Jaimik Thakkar

📎 [Enclosed](#): Curriculum vitae

PERSONAL INFORMATION

Jaimik Thakkar

 A-64 , Avani complex , Naranpura, 380013 Ahmedabad (India)

 +91-9998223340

 jaimik29@gmail.com

 <http://gofortrip.net/>

 Google Hangouts jaimik29

Sex Male | Date of birth 29 Aug 1993 | Nationality Indian

PERSONAL STATEMENT

A graduate with strong communication and organizational skills gained in Project Management, now seeking to move into Travel/Tourism or event management industry.

WORK EXPERIENCE

17 Jun 2013–Present

Sr. Data Researcher I

S&P Global Market Intelligence

39, Sunrise Park Road, Sunrise Park, Gurukul, Ahmedabad, Gujarat, 380052 Ahmedabad (India)

<https://www.spglobal.com/>

- Capture comprehensive information on the data sets covered by the department.
- Review and approve/publish some data sets covered by the department.
- Complete data backfills.
- Maintain a strong focus on data quality and perform audits.
- Possess a strong command on procedures. -Build industry knowledge.
- Utilize systems and tools in accordance with S&P best practices.
- Provide input and suggestions for new and/or improved collection methods.
- Build and maintain relationships with contacts from other departments to actively track information on the covered content sets.

1 Jun 2017–Present

Travel consultant

GoForTrip, Amedabad (India)

<http://gofortrip.net/>

- Arranging flights, insurance, and accommodation
- Using a booking system to secure holidays
- Collecting and processing payments
- Advising clients on travel arrangements, e.g. visas and passports
- Sending out tickets to clients
- Keeping clients up to date with any changes
- Dealing with complaints or refunds

Business or sector Accommodation and food service activities

EDUCATION AND TRAINING

1 Apr 2010–20 May 2013

Bachelor in Commerce - Accounts & Finance

Gujarat University, Ahmedabad (India)

The Bachelor of Commerce focuses on the factors that drive economic behavior at both an individual and organizational level. The course will equip you with the analytical, communication and problem-solving skills to effectively identify issues, source information and find efficient and practical solutions. The course has been tailored in consultation with representatives from leading organizations, ensuring you graduate with an industryrelevant degree.

1 Mar 2010–5 Apr 2010

Tally ERP (Accounting software)

H.K.Computer, Ahmedabad (India)
<http://hkbookkeeping.com/>

We at HK Computer take pride to introduce ourselves as one of the leading and dynamic company which is managed by thorough professionals at your service always. Moreover, our team of experts is highly engaged active with the following Sales, Service & Training of Tally, Sage, MYOB, QuickBooks, Peachtree Accounting Software. Ever since our inception in the year 1992, we have always been highly focused on achieving our goals and giving utmost satisfactory results to our clients with excellent services. Today, we can say that we have a wide array of Academics listed under one roof, where we create talented professionals.

1 Jan 2018–6 Mar 2018

Project Management Professional (PMP)

CYBRARY
 7833 Walker Dr, 20770 Greenbelt, Maryland (United States)
<https://www.cybrary.it>

Cybrary launched on January 13, 2015. Our goal is to provide the opportunity to learn Cyber Security, to anyone, anywhere, who wants that opportunity. We believe everyone deserves an opportunity, and that opportunities should not be limited to people who “win the birth lottery”. Fortunately, the internet enables us to do this. We are working to make the cyber security industry a more level playing field where everyone has the educational tools they need to be competent and confident. Cybrary is a growing community where people, companies and training come together to give everyone the ability to collaborate in an open source way that is revolutionizing the cyber security educational experience.

In other words, we are creating the ability to bring all the best cyber security learning elements and content together, from the people who are doing it, the people who have done it, the people who have learned from it and the companies that are innovating on it, and deliver that for free to anyone who needs or wants to learn from it.

PERSONAL SKILLS

Mother tongue(s) Gujarati

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
Hindi	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills Good communication skills gained through my 4 and a half years of experience at S&P global.

Organisational / managerial skills As a senior data researcher, I'm also involved in helping my manager's team to carry out various work projects.

Job-related skills Mentoring skills as a senior analyst, I am responsible for the training and induction of new hires.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Independent user	Independent user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Good command over MS Office (Word processor, Spread sheet, Presentation software)
- Good command over video making software as I have created a training video of departmental activities