

ABHIJEET KAUSHIK

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OBJECTIVE

Multi-faceted, efficient, and reliable administrative professional with 10+ years of experience supporting executives, sales personnel, and managers to improve internal operations for small businesses.

EXPERIENCE

- **Freelancer_due to COVID 19**

March 2020 - Present

Freelance Researcher

- Dedicated secondary research as per clients requirements.
- Oversee and assist in collection of information and present it as per company norms.
- Prepare reports on findings from the research as per the client requirement.
- Constantly work closely with clients.

- **Elevate Holidays**

June 2019 - March 2020

Senior Travel Consultant

Working closely with senior management and other team departments to develop travel packages, catering to customer' needs

Liaising with travel partners, including airlines and hotels, to manage bookings and schedules, in advance; implement alternative and innovative ideas for achieving new business

Providing tourists with assistance in obtaining permits and documents such as visas, passports, and health certificates, and in converting currency

Managing companies wildlife tour operations, advertisement for sales promotion on website & local and personal contacts

Providing relevant information, brochures and publications (guides, local customs, maps, regulations, events) to travelers

Arranging for tour or expedition details such as accommodations, transportation, equipment, and the availability of medical personnel

Deciding how many holidays to sell each season and the resorts/countries to use; visiting resorts to ascertain accommodation quality and suitability

Liaising with coach operators, airlines, hoteliers and resort reps using market research information to guide decisions

- **Amazing Tours**

Feb 2009 - May 2019

Manager

Asst. Manager - Tour Planning & Operations (International& Domestic)Feb'09 – Jun'12

Manager - Tour Planning & Operations (International& Domestic)Jun'12 – Jun'19

Senior Tour Consultant - International Tours - June 1

Key Result Areas:

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- information to guide decisions

EDUCATION

- **Pune University**

2009

Beachelor od Arts in Tourism

Higher Second Class

- **IGNOU**

2008

BTS

Higher Second Class

- *2001*

I.A.T.A

Foundation

SKILLS

- Secondary Research
- Data Analysis
- MS Office Proficient
- Analytical nature and keen problem solver with strong communication abilities
- Report Writing
- Creative thinker and comfortable presenter