

## **Curriculum Vitaé**

**Name** : Poonam Yadav  
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### **Current Employment Details:**

1. **Organization:** Andaman Emerald Holidays

It is one of the leading tour operators with its main base in the Andaman and Nicobar Islands and branch offices in Kolkata & Delhi. It is a global travel network organization that offers a full range of Travel Management Services in both Corporate and Leisure Travel.

- Working on B2B & B2C leads, planning travel accommodations, booking flights, hotels, car rentals, and coordinating activities.
- Managing and processing all travel-related documentation, including payments, itineraries, medical, and legal forms. Assisting with any travel-related issues that may arise
- Creating, optimizing, and monitoring corporate travel policies. Building business relationships with current and potential clients.
- Developing and executing sales and marketing strategies to grow business. Maintaining and updating sales, marketing and business development documentation.
- Work as a Team Leader of 7-8 sales associates, manage & handle & train them, assigning leads and collecting updates on those leads was a part of daily activities.

Duration	Role
07.08.17 to Present	Senior Business Development Executive

### **Earlier Employment Details:**

1. **Organization:** Netscribes India Pvt. Ltd.

A content, marketing research and business Development Company which provides information to primary companies through research & due diligence.

- It is a content provider to companies both national & international. Also listing partner of E-Commerce giants Snapdeal & Flipkart.
- Content writing & analyzing was the main area of work.
- Have worked for content projects like Snapdeal, Wadi, Tata Click & Tata

Unistore.

- Have good knowledge of MS-Excel, MS-Word.

Duration	Role
01.02.2016 to 20.07.17	Content Quality Analyst

**Academic Qualifications:**

Year	Board/University	Institute	Qualification	Percentage/CGPA
2010	CBSE	G.G.P.S, Dhanbad	10 <sup>th</sup> (Secondary Education)	80%
2012	CBSE	G.G.P.S, Dhanbad	12 <sup>th</sup> (Higher Secondary)	75%
2015	Calcutta University	Heramba Chandra College.	B.com in FA	48%

**Additional Qualification / Achievements / Certifications:**

- I. Inter House Basketball Championship - Runner
- II. Inter School Singing Competition - Winner

**Personal Details:**

**Date of Birth** : 30th January, 1995.  
**Gender** : Female  
**Languages Known** : English, Hindi and Bengali.  
**Permanent Address** : Katras Road Matkuria, Sanjay  
Nagar, Dhanbad, Jharkhand - 826001

**Hobbies:**

- Travelling
- Reading Books.
- Cooking.

**Date :** .

**Signature :**

**Poonam Yadav**