

Vijay Kumar Choubey
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A confident, optimistic & self-motivated person, I believe in the positive aspects of life. I look forward to working in an organization which fosters constant learning and implementation, paving the way for attaining organizational goals and individual growth.

ABRIDEGMENT

Result-As an Reservation & Operation Manager

- ✓ *Client assistance for book the Hotel accommodation, Day conference, Residential Event, Cocktail Dinner, Air ticket etc.*
- ✓ *Contracting to the Hotel for the rates*
- ✓ *24 x 7 Guest service assistance*
- ✓ *Negotiation with Hotel for the rates*
- ✓ *Billing and collection support activity related to profit.*
- ✓ *Recognised for ability to communicate with Client & Guest, provide exceptional service that ensure client retention and positive feedback.*
- ✓ *Adept at various calls on a daily basis, while consistently resolving client issue in short time.*
- ✓ *Bilingual:-English/Hindi-conversional able to provide clear customer service, maintaining Expenses & Profit data in excel sheet and pass all the query to The Boss.*

Career Summary

- *Working with STG journey India Private Limited Gurgaon as a Reservation & Operation Manager*

Organisational Experience

FROM Jan 2015 to Till now with STG Journey India Private Limited Gurgaon

STG Journey is a Travel Corporate company who provide the travel solutions Like as Hotel accommodation, Conference, Event, Cocktail Dinner & Airtickets etc. to their clients with best rate comparison to online portals with assurance with best services.

Career Growth Path

Tenure

Jan 2015 to till now

Location

Designation

Manager- Reservations & Operations

Sector-39 Gurgaon

Core responsibilities are as follows:

- *Book the best hotel accommodation for Guest with given rate as per his entitlement*
- *Arrange the Event, Conference, Cocktail Dinner etc.*
- *Book the Air tickets*
- *Negotiate with hotel for lowest rate*
- *Manage the office expenses*
- *Make the bills, expense & revenue sheet*
- *Maximize the revenue*
- *Assist to the guest & client for their query in given committed time*
- *Reinstate the bills when received payment by clients.*
- *Eliminate the useless clients*

Scholastics

- **2016** **Commerce Graduation –Delhi university**
- **2009** **12th Standard – Bihar central examination board**
- **2007** **Matriculation- Bihar central examination board**

Personal Details

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|----------------|---|--|
| Nationality | : | Indian |
| Date of birth | : | 04 November 1991 |
| Father's Name | : | Shri. Rajneesh Kumar |
| Marital status | : | Unmarried |
| Strength | : | Quick Learner, Adaptability to changes, Multitasking |
| Address | : | Surat Nagar Phase-1, Near Gurgaon Railway Station |

Date: _____

Place: _____

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