

# **RESUME**

**Nitin Kumar**

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## **Objective**

A challenging and growth oriented career in the organisation of repute, to enhance my skills with organisational goals hence to utilize my potentials at the best.

## **Personal strength**

- Positive approach
- Energetic & punctual
- Ambitious and Hardworking with commitment to Excellence

## **Professional Skills**

- Handling office work, handling vendors managements for Tour Operation & At airports
- Handling Incoming calls & follow up's from overseas guest.
- Experience in office managements handling guest queries/paper work & e-mail communication
- Team player
- Experience of making travel arrangements for the guest & good PR with suppliers in Hospitality Industry
- Send out prices to clients with quotation.
- Presentation for B2B markets.

## **Education Qualification:**

**GRADUATE from Delhi University, New Delhi**

## **Work Experience**

- Worked with Kvt, Delhi handling guest queries proposal, handling team, quotation to guest, suppliers handling & inter branch related queries. (2013-2020)
- Worked with Serene Holidays, Sri Lanka (Delhi office) as an handling Operations department, meeting with guest for their requirements & sending out proposal with prices, replying day to day e-mail & vendor managements (2008-2013)

## **Computer Literacy**

- Fully Conversant with Operating Systems
- Ms-Office (Word, Excel) and Knowledge of Internet (browsing),

## **Hobbies**

Photography, Travelling, Listening Music and meeting peoples

**Personal Details**

Father's Name : Sh. R.C. Gandhi  
Date of Birth : 09<sup>th</sup> May 1980  
Marital Status : Married  
Linguistic Ability : English, Hindi and Punjabi.

**Extra-Curricular Activities**

- Participated in Fashion shows & won Best Debut Award

**Expected Salary:- Negotiable**

Place: New Delhi