

MANOJ NEGI

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PROFESSIONAL SUMMARY

Aspire to grow as a professional and in-process want to expand my innovative skills by working as a creative individual on challenging projects with organization(s) that nurtures and promotes self-development for the benefit of the organization and the individual.

Enthusiastic and ambitious customer service specialist with wide-spread transferable skills in management, sales, and operations. Exceptional ability to connect with people and understand their wants, needs, and desires and delivering legendary service on every interaction.

EMPLOYMENT HISTORY

Jan. 2011 –New Delhi, Delhi

Sr. Executive Branch Sales, Kesari Tours Pvt Ltd

- Resolve any problems with itineraries, service, or accommodations.
- Sell travel packages.
- Arrange for tour or expedition details such as accommodations, transportation, Visa facilitation, Travel Insurance, Forex.
- Responsibility for growing sales Volume increase branch Business & Sales Volume.
- Ability to Multitask and manage branch complex sales cycle to completion.
- Handling North channel Sales partner for their Pre and Post sales.
- Taking care day to day Branch Operation Activities.
- Handling sales leads, inquiries with strong follow ups Generate Business by cold calls, Handling sales meeting with Customers.
- Ensure knowledge of product, service is maintained & communicated to all revert personnel.
- Listen to customer's requirement & present appropriately to make a sale. Maintain & develop relationships with existing customers in person & via call and Emails.
- Develop strong working relationship with all customers in order to maximize sales opportunities & generate business for the future.
- Handling all countries tourist visas, Escorted International tours (Singapore Thailand, Malaysia.

Apr. 2008 – Dec. 2010Gurgaon, Haryana

Counter Staff, Clipper Tourism Pvt Ltd

- Worked in Ticketing Division on Amadeus & Galileo GDS .
- Handling all domestic & international ticketing, fare quotation, Cancellation & Refund.
- Fullfill all ticketing fare related quires on call and Email.
- Handling in house guest Hotel reservation.
- Handling corporate Ticketing accounts.
- Maintain Relationship with Airline & Hoteliers and transporter.

EDUCATION

B. Com: Commerce

- Mahatma Gandhi University - Delhi, Delhi

Certificate: Tourism

- Travel Tourism Airport Handling - Delhi, Delhi

Certificate: Short Term Course

- Account Assistance Course

X & XII

- CBSE Board Delhi

SKILLS

- Lead generation
- Hardworking
- Positive Thinking, Confidence
- Pre & Post Sales Relationship
- Sales
- Product Knowledge

Place : New Delhi