

Rashiv Bajaj

Assistant Manager

As a Tourism professional with hands on experience in operations as well as business development, in Pursuit of excelling in my field through hard work, research, skills and perseverance by utilizing my analytical and managerial skills in professional and rewarding environment. Passion of developing custom-build travel itineraries that exceed expectations while still fitting into client's budget.



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WORK EXPERIENCE

Assistant Manager (Operations) Inverted Prism

01/2019 – 01/2020

Delhi

Achievements/Tasks

- Operations - Creating timelines and managing all the operational aspect of the educational tours, which includes coordinating with school and parents/ students directly. Processing Visas for US, Singapore, Malaysia, UAE, Thailand.
- Tour Manager - Successfully managed various school group as a Tour Manager in Singapore.
- Sales - Meeting school principals and directors on regular basis to discuss our Career Exploratory Programs for middle & high school students taking place all over the globe.
- Product Development - Researching and making itineraries for various Global Citizenship programs in Bhutan, Singapore, Malaysia, Japan, USA, UAE, Thailand

Technical Support Associate Convergys

07/2015 – 03/2016

Technical Support Associate Wipro

09/2014 – 05/2015

EDUCATION

Post Graduation Indian Institute Of Tourism And Travel Management

07/2017 – 06/2019

Noida

Course

- Master of Business Administration in Tourism And Mangement.

Graduation Dyal Singh College, Delhi University

07/2011 – 05/2014

New Delhi

Course

- Bachelor in Science

SKILLS

Customer Handling

Adaptability

Creative

Finding Best Deals/Discounts

Software- Basic Amadeus

CERTIFICATES

BASIC FIRST AID (04/2019 - 04/2021)

- First Aid Respondent from American Safety & Health Institute.

ACHIEVEMENTS

Achieved Sales of 10 Lakhs

As Europe Specialist in Pacific Travels.

Destination specialization Certification

UAE, Malaysia, Hong Kong, Switzerland.

Diploma In Social Media Marketing & MS-Excel from Shaw Academy.

Runner-Up in Travel Quiz Organized by Ministry of Tourism, GOI.

IELTS

Scored 7.5 Bands

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Spanish

Limited Working Proficiency

INTERESTS

Sports

Reading Books

Hiking/ Trekking

Photography

Exploring New Destinations