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| Rijju Kumari |  | [: kritu876@gmail.com](mailto::%20kritu876@gmail.com)  : **+91- 7289841832** |

**Objective**

The power of learning has always held a great interest for me. By Contributing my skill with the help of my knowledge's hope to further enhance the aims and objectives of the organization while also enhancing my own growth in and potential.

**Employment Profile**

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| Name of Company | Position Held | Period |
| Holiday travel zone | Tour Executive | From 01.12.2015 to 30.09.2016 |

**Job Description**

* **Office Work**
* Can handle queries.
* Coordination of clients.
* Daily communication with customers.
* Can calculate costing.
* Maintain all sheet & follow up on them.
* Maintain all files & documents related tour.
* Reporting directly to senior officers.

**Qualification**

* B.com (Pass) Pursuing.
* Passed Senior secondary examination (C.B.S.E) Delhi in the year 2010-2011.
* Matriculation from (C.B.S.E) Delhi in the year 2008-2009.

**Computer Proficiency**

* Basic computer.
* MS Word, MS Excel

**Hobbies**

* Dancing
* Reading News Paper
* Surfing internet frequently
* Listening music

**Personal Attributes**

* Confidence
* Hard working
* Strong Persuasion

**Personal Informations**

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| Date Of Birth : | 02.02.1995 |
| Father's Name : | Mr. Horam |
| Languages Known : | Hindi & English |
| Address : | House No.9/259, Ground Floor  DDA Flats, Garhi, East of kailash  Delhi-110065 |
| Phone : | +91-7289841832 |
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