# **CURRICULUM VITAE**

## NEERAJ GAUTAM

**Address**:

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##### CAREER OBJECTIVE

Developing the existing skill & Knowledge with the motive of achieving growth in a good company by seeking a challenging positing with a progressive environment with opportunity for professional growth based on performance growth based on performance & accomplishments in conjunction with the company’s goals and objectives, I am confident of making a significant contribution and living up to the expectation of your organization.

### PERSONAL ATTRIBUTES

* Possess good communication & inter personal skills.
* Have the ability to work under pressures & meet deadlines.
* Always inquisitive to learn new concepts.
* Strongly believe in Teamwork.
* Capable of adapting to dynamic situations.

### EDUCATIONAL QUALIFICATIO

* 10th Passed from C.B.S.E. Board in Delhi
* 12th Passed from C.B.S.E. Board in Delhi

 **HIGHER QUALIFICATION**

* Complete BBA (Prog.) 2014 year with management in ‘NIMS B-School'

**PROFESSIONAL EDUCATION**

* Complete the Certificate of Distinction ‘**Enter the World of Amadeus (91%)’** Course from Bird Academy.
* I am working for Global Distributions System (GDS)
* Complete the Certificate of Central Reservations System(CRS) and handing the Galileo Software
* To check the availability in any airlines ‘Domestic and International’ and seat selling.
* To check the Lowest Fare and create the PNR.

**TECHNICAL QUALIFICATION**

* Basic knowledge of Computer.
* Knowledge of Software:

MS-Word, MS-Excel, MS-Power Point & Internet

**WORK EXPERIENCE**

**Present Working with Travelistaan.Com still working as a Manager Sales & Operation**

1. Responsible to attend customer queries.
2. Plan and sell transportations, accommodations, insurance and other travel services
3. Diagnosing clients’ specifications and wishes and suggesting suitable travel packages
4. Advise them appropriate destination, modes of transportations, travel dates, costs and accommodations
5. Book transportation, make hotel reservations and collect payment/fees
6. Use promotional techniques and prepare promotional materials to sell itinerary tour packages
7. Deal with occurring travel problems, complaints or refunds
8. Network with tour operators
9. Checking for all possible deals
10. Issuing voucher
11. Planning costing and designing itinerary
12. Designing packages for Europe and other outbound sectors
13. To make customized packages
14. Sending tour kit

**Previous Working with Holidays Carnival Ltd.( DMC ) 22nd Feb,2016 working as a Sr. Sales & Operation**

**Destinations:- U.K & Europe, Countries**

1. Responsible for Preparing client proposals, presentations & estimates. (B2B-Group)(B2C)
2. Handling the walking client as a counter sales
3. Making Tour Itinerary, costing & hotel reservation for Group tours.
4. Follow- up with Travel Agents and Suppliers for Group quotations & booking confirmations.
5. Possess effective negotiation skills to ensure price competitiveness.
6. Responsible to meet Incentive Vertical and accountable to meet revenue targets.
7. Effective relationship Management with clients to ensure rendering of quality service and achieving customer delight for business retention/enhancement.
8. Responsible for a wide range of sales and client services, including extensive coordination with Reservation team of hotels, restaurants, plantations, tours, and transportation firms serving in the UK & Europe.

**Last Working with Oceanic Traveller.com 8th July,2014 To 20th Jan,2016 working as a Sales & Operation**

**Destinations:- Europe, Far East, Middle East And Ocean Countries**

1. Responsible for dealing with (B2B) (B2C)
2. Handling the walking client as a counter sales
3. Convert leads through Market research, fixing appointments, giving presentations, negotiations and offering final required package to client.
4. Understand the client requirements and offering holiday/hotel package accordingly. Follow up with client.
5. Planning and preparation of travel itineraries and Hotel booking.
6. Coordinate with Travel Agents and airlines for Domestic & International Air Ticket booking, changes in tickets.
7. Negotiation for best travel deals with travel agencies and airlines.
8. Processing payments of vendors after checking invoices, maintaining and updating database.
9. Identify new vendors for the competitive pricing and better services.
10. Package booking (flight + hotel), will do online hotel and flight booking/reservations.
11. Handle all sales and post sales activities related to ticketing & hotel reservation, domestic package booking.
12. Will be travelling to meet clients.
13. Will work with Operations team.
14. Handling sales team to generates the company revenue in day by day.
15. Create the package for international & domestic and major part handling for Europe packages.
16. Take Care of all Domestic Destination.

**Working with QucickBooker.com Oct,2013 to April,2014 working as a Operation cum Sales**

**Destinations:- Europe, Far East, Middle East And Ocean Countries**

1. Responsible for dealing with (B2B) (B2C)
2. Handling the walking client as a counter sales
3. Convert leads through Market research, fixing appointments, giving presentations, negotiations and offering final required package to client.
4. Understand the client requirements and offering holiday/hotel package accordingly. Follow up with client.
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11. Handle all sales and post sales activities related to ticketing & hotel reservation, domestic package booking.
12. Will be travelling to meet clients.

##### PERSONAL INFORMATION

**Date of Birth** : 04th April 1991

## Marital Status : Single

**Father’s Name** : Mr. Giriraj Singh Gautam

**Nationality** : Indian

**Languages Known**  : English, Hindi, Punjabi

**Interests** : Music, Reading, Interacting with people & New   Technology information

**Passport Number** : K0114226

**Date**…………..

**Place**................. **(SIGNATURE)**