**CIRRCULAM-VITAE**

# Bhawna

**C-180, NEW RANJIT NAGAR**

**NEW DELHI-110008**

 **Phone:-+91-8588979964**

**E-mail:** **bhavi.kangda@gmail.com**

**OBJECTIVE**

 **To Work for a reputed, organization where I can enhance my knowledge and skills under the kind supervision of my seniors. And to build a good reputation and grow with the organization.**

**EDUCATIONAL QUALIFICATIONS**

* **B.com Graduate from Delhi University**
* **10th passed from C.B.S.E Board, New Delhi,**
* **12th passed from, C.B.S.E Board, New Delhi,**

**PROFESSIONAL QUALIFICATIONS**

* **Have good Command over Internet & Familiar with Key Board.**
* **M.S. Words/Excel/Power Point, Internet operating (E-Mail, Search etc.), Tally ERP9**

**WORK EXPERIENCE**

* **Worked as Front Office Executive at Punjab Technical University for Eight Months.**
* **Worked as an office executive in Sumanglam International for One year**
* **Working as Tour Executive at Top Travels Pvt. Ltd, New Delhi since 28 Feb’2017.**

**JOB PROFILE**

* **Travel Agent, Reservations, Back Office, Co-ordination with Hoteliers.**

**PERSONAL DETAILS**

**Father's Name : -** **Mr. Pardeep kumar**

**Address : - C-180, D D A Flats, NEW RANJIT NAGAR**

 **NEW DELHI-08**

**Date of Birth : - 05/09/1995**

**Languages : - Hindi, & English**

**Hobbies               : -  Net Surfing, Listening Music, Making**

 **Friends, Reading**

**Specialty          : -  Good Communication Skills, Hard-Working,
 Good Command Over Internet, Familiar with**

 **Keyboard, Sincere about Work, Positive Attitude**

**(BHAWNA KANGDA)**