

## **Ashok Kumar**

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### **CAREER OBJECTIVE:-**

Listen ,learn and lead, looking for a challenging career in a company that seeks an ambitious and a career conscious person, where I can contribute my experience and technical skills for the benefit of the organization with utmost sincerity while looking for my career progression.

### **SUMMARY OF QUALIFICATIONS:-**

- ❖ 10<sup>TH</sup> from J&K Board of School Education.
- ❖ 12<sup>TH</sup> from J&K Board of School Education.
- ❖ B.A. from Jammu University.

### **IT CREDENTIALS:-**

- ❖ Two year diploma in Computer applications.

### **WORK EXPERIENCE:-**

- ❖ Worked as Hotel Receptionist for 3 years.
- ❖ Worked with an **Esteemed Travel Company Swiftravel International Pvt Ltd.** as Reservations and Ticketing Executive, for 2 years.
- ❖ Working with an **Esteemed Travel Agency New Indian Tour & Travel.** As Reservations and Ticketing Executive.
- ❖ For Last 3 Years, there is Very Good knowledge of data entry and QR Code.
- ❖ For Last 4 Years experience of data entry.

**JOB PROFILE:-**Solving customer queries.

Making reservations. (Both Air lines, Train Tickets and Hotel)  
Handling complaints.

### **STRENGTHS:-**

- ❖ Ability to communicate clearly and honestly with managers and customers.
- ❖ Ability to work under pressure.
- ❖ Commitment to continuous learning, skill development.
- ❖ Commitment to team work.

### **HOBBIES:-**

- ❖ Listening to music.
- ❖ Surfing on net.

### **LANGUAGES KNOWN:-**

- ❖ English                      read,write,speak
- ❖ Hindi                         read,write,speak

### **PERSONAL DETAIL:-**

Date of Birth                      :        20<sup>th</sup> March 1979.  
Height                                :        5'5"  
Weight                                :        55 Kgs.  
Complexion                        :        Fair  
Address                              :        Ward No 6 Matyal Katra Vaishno Devi.  
Nationality                         :        INDIAN

Thanks,  
Ashok Kumar