**Curriculum Vitae**

**TEJALI VERMA**

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**CAREER OBJECTIVE**

Result-oriented, intelligent, organized, and motivated individual is seeking an available management position with ABC company in an effort to utilize years of experience to fulfill the company's strategic requirements.  
  
**ACADEMIC QUALIFICATIONS**

* **Graduation** Passed Bachelor of Business Administration from Jhunjhunwala Business School, Session 2011-2014.
* **Intermediate** from **Udaya Public School, Faizabad**; C.B.S.E. Board in the year 2011.
* **High School** from **Tiny Tots School, Faizabad**; C.B.S.E. Board in the year 2009.
* **Diploma in Export import in 2020**

**CERTIFICATION** – SAP sales and distribution super user training

**AREAS OF INTEREST**

Quality control, Product design, operations and Sales, documentation, staff management, team-building policies, mentoring organizational effectiveness

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| **KEY SKILLS** | **STRENGHT** |
| Good Communication Skills | Interactive and talkative in nature |
| Negotiation | Honest and Loyal towards Work |
| Computer Knowledge ( MS-OFFICE) | Pleasant Personality and Hardworking in Nature |
| Planning and Operation | Keen To learn new things |
| Presentation Skill | Can work individually as well as in a team |
| Spanish language |  |

**WORK EXPERIENCE**

1. **Profile:** Founder

**Company**: Travel Corners

Country: India

**Duration:** July 2019 – Mar 2020

**Responsibilities and duties**

* + Product designing
  + Marketing of product
  + Administration work
  + Client relationships
  + Planning and execution of trips
  + Vendor handling
  + Accounting

1. **Profile:** Assistant Manager – Operations

**Company**: Vosaio Travel

**Country: India**

**Duration:** Sep 2018 – July 2019

**Responsibilities and duties**

* + Manage the relationship between clients and vendors
  + Contracting with a new supplier and ensuring that staff using a preferred vendor
  + Supervising team and extending destination knowledge.
  + Ensuring and maintaining file profitability.
  + Negotiating with supplier for better rates
* Taking care of escalations and on-road issues
* Taking decision keeping client profit and company objective in mind
* Analyzing clients of the basis of ABC analysis to help focus and channeling

1. **Profile**: Operations Manager **Company**: Unique travel

**Country**: **India**

**Duration:** Jan 2018- Aug 2018

**Responsibilities and duties**

* + Communicate work expectation; planning, monitoring and reviewing job contribution
  + Manage relationships with key suppliers and clients
  + Developed new business opportunities to increase client bases.
  + Coordinate with clients and determining destination according to finances
  + Meeting the time limits for the deadlines.
* Negotiating with supplier for better rates.
* Coordinating with the flight and visa department and DMC.
* Monitoring the expense and profitability of each file.
* Learning about new destinations.
* Managing on-road tour groups
* Coordinate with vendors for direct travel such as flights, hotels, and roadways

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1. **Profile:** Travel advisor and Operations Coordinator and contracting   
   **Company:** Tumlare Travel Services, New Delhi   
   **Country: India and Spain   
   Duration:** Nov 2013 – Dec 2017)

**Responsibilities and duties**

* + Operating the file and maintaining the profitability of each file.
  + Coordinating with the team.
  + Making arrangements for tours – hotels, coaches, restaurants, etc.
  + Advising advice on destinations and packages for tourists.
  + Prepare travel itineraries
  + Trained new employees about the destination
  + Negotiation and contracting for new suppliers.
  + Operated a tour of VOLTAS (A Multinational Company providing engineering solutions and project specialists) of 350 persons as a MICE group in Spain. Handled many MICE and corporate and Leisure, group

**PERSONAL INFORMATION**

* Father’s Name: Mr. Iti Prakash Verma
* **Date of Birth:** 20th December 1992
* **Lingual skill**

I.English (Fluent and Working Proficiency)   
II.Hindi (Native or bilingual proficiency)   
III.Spanish (Beginner and Conversational level)

* **Marital Status**: Single
* **Nationality:** Indian
* Permanent Address: 518, Kandhari Bazar, Faizabad, U.P.: 224001
* Hobbies and Interest: Reading books, Travelling, Listening Music, Sketching, Meeting with new people, and Photography.

**DECLARATION**

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief.