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| ***RESUME***  ***BARKHA***  **Mobile No: 9582818914**  **Email: barkhapapney@gmail.com**  ***Career Summary***   * **Self-motivated and devoted management professional with four years of experience in Travel and Tourism sector.** * **Extensive experienced career in the traveling field with organizational skills .** * **Pleasing and responsive personality.**   ***Key Skills***   * **Excellent administrative skills.** * **Proficiency in computer skills like MS word, excel and internet etc.** * **Confident and have genuine interest in customer satisfaction.**   ***Personality Traits***   * **Confident and ability to handle difficult situations.** * **Friendly and helping personality.** * **Follow high professional ethics.** * **Good Interpersonal Skills.**   ***Work Experience***     * **Company Name: - Skyline Visa & Travel Management pvt ltd .**   **Designation :-** Sr.Executive- Visa and Facilitation  **April 2018 – January 2020**  **Handling visa queries ,client handling ,processing of the visas**   * **Company Name- Alhind Tours & Travel Pvt Ltd**   **Sr. Visa Executive ( Handling all countries visas)**  **Oct 2016 –Feb 2018   Handling China and other countries tourist and business visas.**   * **Company Name- Naveen tours P Ltd (Delhi)**   **Visa Executive**  **May 2012 - August 2016**   * **To Maintain Public relations and client profiles/ history.** * **Maintain the records of the passports.** * **Applying UK, USA, Schengen tourist & business visa.** * **Worked in visa section.** * **Handling group visa with team.**   ***Academic Qualifications***   * **B.com from Delhi University.** * **Diploma in Travel & Tourism from Victomedia.** * **Passed 12th From C.B.S.E in 2010.** * **Passed 10th from C.B.S.E in 2008.**   ***Personal Details***  **Date of Birth : 20 December 1991**  **Marital Status : Married**  **Language Known : Hindi, English**  **Address : House no D-10 street no 8 Keshav Kunj Ghaziabad 201013 Uttar Pradesh**  **Declaration:**  **I hereby declare that the above given information are true and to the best of my knowledge.**  **Place: Ghaziabad Barkha** |