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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**  |