

JASMINE MALIK

INTERN

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Seeking a position where I can develop my skills and along with that could work for the profitability of the firm.

EDUCATIONAL QUALIFICATION

2020	Bachelors in Travel and Tourism Management <i>Amity University, Mumbai, Maharashtra.</i>
2016	Junior College: Arts <i>KJ Somaiya of Arts and Commerce, Mumbai, Maharashtra.</i>
2014	Secondary School <i>Arunodaya Public School, Mumbai, Maharashtra.</i>

SKILLS

- Team-leading and management skill
- Problem-solving and decision-making abilities
- Public speaking abilities
- Honest and Loyal towards work

WORK EXPERIENCE

2020/12 - Current	Business Administration Intern <i>Upkram Technologies Pvt. Ltd. Vadodara, Gujarat</i> School financing and educational loan to parents. Generating leads and documentation process of clients.
2020/01 – 2020/04	Jr. Executive in Operations <i>Vibrant Holidays Destinations Pvt. Ltd. Mumbai, Maharashtra</i> Planning itinerary, booking and reservations of the client for travel. Handling accounts and documents of the client.
2018/06 – 2019/10	Travel Associate Intern <i>Travel Like Pro, Mumbai, Maharashtra</i> Planning itinerary, booking and reservation of the client for travel. Handling accounts and social media.

- 2017/09 – 2018/06 **Tour Guide**
Raconteur Walks Pvt. Ltd. Mumbai, Maharashtra
 Mumbai local tour guide for the 25-30 people group tour/individual tour.
- 2016/06 – 2016/07 **Sales and Operations Intern**
Vibrant Holidays Destinations Pvt. Ltd. Mumbai, Maharashtra
 Drafting mails for tour proposal/clients/reservations. Handling and transferring souvenirs in bulk.

CERTIFICATION COURSES

- Amadeus Ticketing Course
- Advance Excel Course Certification
- Intermediate Drawing Grade Examination
- Entrepreneurship Workshop

ACHIEVEMENTS

- House Captain of Arunodaya Public School in 2012
- Dance Head of Department of KJ Somaiya of Arts and Commerce in 2014
- Winner of Miss Spring, 2015 held at Nagindas Khandwala College of Management.
- Winner Mega Model Hunt, 2019 held at Amity University, Mumbai
- Hosted college competition held at Amity University Mumbai
- Won drawing and painting competitions
- Won dance competitions at school/college level

PERSONAL INTERESTS

- Painting
- In-line Skating
- Dancing
- Swimming
- Yoga

Date of birth	: 9 th July, 1998
Nationality	: Indian
Languages	: English, Hindi, Urdu

