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***Mr. Ketan Madan Nakil***

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**Address** – Aayush apartment 14, kala Nagar, near Pani Patti Bharna Kendra, Indira Nagar Nashik- 422009

Telephone No: - 9175482434 Email Id: - [ketan.nakil21@gmail.com](mailto:ketan.nakil21@gmail.com)

Status: - Married

**\*Objective\***

**To Put all the efforts into working for Organizational goals as the best of my ability such that both will achieve success & growth…...**

**\*Education\***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Passing year** | **Percentage** |
| S.S.C | 2007 | 62% |
| H.S.C | 2009 | 75% |
| B.com SY | 2013 | 78% |
| Travel & Tourism Management | 2016 | 78% |

**\*Courses\***

**1} Certify Course Computer Office Application**

**2} Tally ERP 9.0**

**3} Web Designing**

**4} HTML**

**5} C, C++, C**

**6} Java**

**\*Skill\***

1] Leadership Ability as well as nice team supportive.

2] MS office, Excel,

3]Time Management and Organization; Adaptability and Flexibility; Sales and Persuasion Skills; Cultural Awareness and ...

4] Languages- Marathi, Hindi, English

5] Time management skills. Travel agents usually work with multiple clients a day, so good time management is essential. It allows them to prioritize their ...

6] Having great customer service skills enables travel agents to calmly and respectfully help customers achieve their travel goals and resolve conflicts with ...

7] Active listening skills

8] Effective communication skills and Problem solving. Ability to assess client needs. Flexibility and the ability to work under pressure. Processing Company ...

**\*Experience\***

**1} AB Export Back Office Manager [13th May 2023 Still date]**

**2} Shri. Guruji Hospital package Coordinator (1st April 2022 to 8th May 2023**

**3} PD Logistic Operation Manager [1st Jan 2020 to 19th February 2022]**

**4} Veena World Company Back Office Executive [5th June 2015 to 25th December 2019]**

**5} Shree Ram Yatra Tour Manager [12th February 2014 to 5th June 2015]**

**6} Sukhmani Tours & Travels Back Office Executive [15th Jan 2013 to 7th February 2014]**

**7} DATAMATICS Floor Manager. [1st December 2010 to 26th March 2012]**

**13th May 2023- Bramhecha Export office job like tally, Banking work coordinate for the work some issue till date now.**

**1st April 2020- Shri Guruji Hospital work at Package Coordinator health related, this job is contract base for year**

**1st Jan 2020 to 8th May 2023- PD Logistic Operation Manager like work @ there some currier**

**Distribute like state.**

**5th June 2015 to 25th December 2019- Back-office executive, HR work, visa Operator, ticket Operator, Packages international & Domestic also targeted, Banking Work, tally etc**

**25th December 2019.**

**12th February 2014- Shree Ram Yatra as a Tour Manager work there in domestic 15th June 2015.**

**15th Jan 2013- Back-Office executive in Sukhmani tours ticketing & packages related work 7th February 2014.**

**1st December 2010- In Data mastics floor manager assist by given some data’s & check the proper documents are checked**

**26th March 2012- leave for this work is contract base.**

**Mr. Ketan Madan Nakil**