

RESUME

NAME: – ABHISHEK R. SINGEE

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CAREER OBJECTIVE

- ❖ Aspire to become Fit & GIT operations & also want to become a successful tour manager.

ACADEMICS

NAME	YEAR OF PASSING	UNIVERSITY/BOARD	GRADE
HSC	2010	PUNE BOARD	B
SSC	2008	PUNE BOARD	B

PROFESSIONAL QUALIFICATION

- ❖ DHTM- Diploma of Hotel & Tourism Management. (IHTM, Pune)
- ❖ DTT- Diploma of Travel & Tourism Management (DE society's JRVGTI Pune)

WORK EXPERIENCE

- ❖ Company : BTW Visa Services
- ❖ Position : Assistance visa executive
- ❖ Location : Karve Road, Pune
- ❖ Duration : August 2013 to November 2013
- ❖ Job Profile :
 - Filling Visa Form
 - Check the Documents
 - Taking customer follow-up
- ❖ Company : Setu Holidays
- ❖ Position : Operations executive
- ❖ Location : Deccan, Pune
- ❖ Duration : May 2016 to February 2019
- ❖ Job Profile :
 - Working in FIT Operations department for domestic & international holiday packages.
 - Mailing quotations, itineraries to client.
 - Handling all queries regarding Passport & Visas etc.

- ❖ Company :- Flypax Tours
- ❖ Position :- Operation executive
- ❖ Location :- Tilak Road, Pune
- ❖ Duration :- March 2019 to July 2019
- ❖ Job Profile :-

- Working in FIT Operations department for domestic & international holiday packages.
- Mailing quotations, itineraries to client.
- Calling

- ❖ Company :- Pashankar Tours
- ❖ Position :- Operation executive
- ❖ Location :- Shivajinagar
- ❖ Duration :- August 2019 to March 2020
- ❖ Job Profile :-

- Working in FIT Operations department for domestic & international holiday packages.
- Mailing quotations, itineraries to client.
- Calling

- ❖ Company :- Smiles Holidays
- ❖ Position :- Operation executive
- ❖ Location :- Model Colony
- ❖ Duration :- February 2022 to still working
- ❖ Job Profile :-

- Working in FIT Operations department for domestic & international holiday packages.
- Mailing quotations, itineraries to client.

COMPUTER SKILLS

- ❖ Knowledge of MS office.
- ❖ Completed MS CIT Course.

SOFT SKILLS / STRENGTHS

- ❖ Team Player.
- ❖ Self-Motivator.
- ❖ Honest.
- ❖ Hard working.

CO-CURRICULAR ACTIVITIES

- ❖ Active in various social activities in the community.
- ❖ Participated as a volunteer in IITM (India International Travel Mart) (2015 -16)
- ❖ Actively participated in college Annual Exhibition. (West Bengal theme)
- ❖ Handled position of tour manager in our short tour to OTM (Outbound travel mart) Mumbai (2015-16).
- ❖ Participated actively in to TTF (Travel & Tourism Fair) Pune (2015-16).

LANGUAGES KNOWN

- ❖ **MARATHI**
- ❖ **HINDI**
- ❖ **ENGLISH**

PERSONAL INFORMATION

- ❖ **DOB-** 19th April 1992
- ❖ **HOBBIES-** Playing Badminton, Cycling.
- ❖ **MARITAL STATUS-** Single

DECLARATION

I hereby declare that information provided above is true to the best of my knowledge and belief.

DATE

SIGNATURE