

CURRICULLAM VITAE

MONU MALIK
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**House. No-108,
D Block,
Ganga Vihar,
New Delhi,
PIN- 110094**

Willing to be part of highly skilled and creative team, hard work is being encouraged and nurtured. The objective of my life is to explore and learn new things and try to implement a good part of knowledge in my day to day life and into my profession.

PERSONAL SKILLS:

Energetic Sales Representative offering demonstrated success identifying prospects and converting leads into customers. Result-oriented individual with experience in international sales. Able to work as an individual contributor or part of a team. Seeking a challenging position in the service industry to align my vision with the company's values.

EDUCATIONAL QUALIFICATION:

Basic Diploma in Air-Ticketing from Kuoni in 2011.

CRS & Document production from Galileo in 2011.

B.Sc in Hospitality, catering and Tourism from Sikkim Manipal University.

A.I.S.S.C.E. from C.B.S.E. In 2004.

A.I.S.S.E. from C.B.S.E. In 2002.

Oct 2018 – March 2020: Worked as an Asst. Manager Inbound Tours - in Services International and looked after South American Market covering countries like Mexico, Brazil, Argentina, Peru, Colombia

Job responsibilities:

1. Timely response to the queries on daily basis from our FTO's or direct from the clients.
2. Prepare best Itineraries & competitive costings as per the clients or FTO's.
3. Managing & helping operation team to get the work done smoothly.
4. Allocate the work among the team weekly or on regular interval basis as per their caliber.
5. Generate invoices for every file.
6. Checking all the bills from vendors like Transporters, Hotels and guides before passing onto the accounts team.
7. Meetings the Groups and FIT's on their arrival and departures.
8. Helping out IT team in updating the website by giving them new products.

Dec 2017 – Sept. 2018: Worked as Senior Executive Inbound Tours in Go India Journeys – a division of LPTI and looked after Australian Market and handling account of Adventure World, Australia.

Job responsibilities:

1. Timely response to the queries on daily basis from Adventure World, Australia.
2. Preparing documents related to each operating file and send them to respective team in Nepal and Bhutan.
3. Generate invoices for every file.
4. Checking all the bills from vendors in Nepal and Bhutan before passing onto the accounts team.

Project Done: Part of team who handled Wendy Wu Annual conference in Delhi in Dec 2017.

Nov 2016 – Nov. 2017: Worked as Senior Executive Inbound Tours in Greaves India for USA and UK Markets.

Job responsibilities:

1. Timely response to the queries on daily basis from our office in Chicago and London.
2. Preparing Tailor-made itineraries and costings as per client's requirement.
3. Preparing documents related to each operating file and handover to the Transport team.
4. Taking feedback from the clients on phone calls on regular intervals during their tour.
5. Generate invoices for every file.
6. Checking all the bills from vendors like Transporters, Hotels and guides before passing onto the accounts team.

Dec 2011 – Nov. 2016: Worked as Executive and Senior Executive Inbound Tours in Trade Wings Tours. (Market: UK, Turkey, Poland, South Africa and USA)

Job responsibilities:

1. Started from Airport Representative.
2. Preparing itineraries for Brochure programs and Ad hoc queries with the help of seniors with costings.
3. Preparing documents related to each operating file.
4. Taking feedback from the clients on phone calls on regular intervals during their tour.
5. Generate invoices for every file.
6. Leading Groups on their trip.

Project Done:

1. Escorted British School, New Delhi to their 02 nights /03 days trip to Agra and Bharatpur in October 2012.
2. Led an Incentive group from South Africa on their 04 Nights / 05 days tour of Delhi and Agra in Jan 2013.
3. Led Craigholme School, Scotland on their 07 Nights / 08 days trip to Delhi, Jaipur, Agra & Varanasi in February 2013.
4. Led British School, New Delhi on their 03 Nights / 04days tour of Mashobra, Shimla in October 2013
5. Escorted Wellington School, UK on their 07 Nights / 08 days trip to Delhi, Amritsar, Dharamshala, Chandigarh, & Agra in April 2014.

6. Escorted Westfield Academy, UK on their 08 Nights / 09 days trip to Delhi, Jaipur, Agra, Katni and Bandhavgarh in October 2014.
7. Escorted The Petersfield School, UK on their 08 Nights / 09 days tour of India including Delhi, Dharamshala, Triund & Agra in April 2015
8. Escorted Dartford Grammar School, UK on their 07 Nights / 08 days tour of India including Delhi, Jaipur, Agra & Varanasi in October 2015.
9. Escorted Uckfield College, UK on their 07 Nights / 08 days tour of India including Delhi, Jaipur, Agra & Varanasi in February 2016

Sept. 2008 – Mar. 2010: Worked as Asst. Trainee Steward in Hans Hotel, Connaught Place.

Job responsibilities:

1. Greeting walk-in clients and suggested Food & Beverages as per their requirement.
2. Taking order from the guest and serving the Food.
3. Generating invoice.
4. Maintaining the stocks of Beverages like Fruit Juice, Soft drinks, Wine, Beer, Whiskey etc
5. Handling Bar Counters during big event like wedding Party, Business Conferences in Banquet.

PERSONAL DETAILS:

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|------------------------|---|--------------------------|
| Name | : | Monu Malik |
| Father's Name | : | Late. Suresh Pal Malik |
| Date of Birth | : | 25-May-1986 |
| Sex | : | Male |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Passport No. | : | L1858765 |
| Contact Number | : | 09716645619/ 08860962874 |
| Languages Known | : | English & Hindi |

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

MONU MALIK