

CURRICULUM VITAE

Vikash Yadav

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➤ EDUCATIONAL QUALIFICATION

Degree	Institute/ University	Course/ Stream	Marks	Year
MTTM	IGNOU, Delhi	Tourism & Travel Management	-	2021-2023
B. Voc.	Ambedkar University, Delhi	Tourism & Hospitality Management	6.97 CPI	2017-2020
AISSCE (XII)	SBBM Govt. Sarvodaya Vidyalaya	Vocational	64%	2017
AISSE (X)	SBBM Govt. Sarvodaya Vidyalaya	-	5.6 CGPA	2015

➤ PROFESSIONAL WORK EXPERIENCE

M/s Event and Liasoning Services, New Delhi

09th September - Present 2021

- Organizing Training Programs/ Events
- Handling Travel Management
- Tender Preparation & Submission
- Business Development & Customer Management

➤ FREE-LANCE WORK EXPERIENCE

- Wedding Event 2020
- Corporate Event 2020
- Handling Business Event in Mumbai {Thailand Convention Exhibition Bureau} 2019
- Wedding event service at ITC GRAND BHARAT 2017

➤ TRAININGS & INTERNSHIPS

Taj SATS, IGI Airport Complex, New Delhi

24th January - 30th June 2020

- Worked in kitchen Department
- Assigned as a supporting chef in South Indian Cuisine

Mice Affairs Magazine, Sector 18 Noida, Uttar Pradesh

1st January - 31st July 2019

- Worked in Sales, Marketing & Advertising Department
- Participated in the business meetings

Cox and Kings, Connaught Place, New Delhi

5th April -31st May 2018

- Worked in the Visa section of the outbound tourism department
- Client Servicing

The Leela Ambience Convention Hotel Delhi, Karkardooma, New Delhi

17th October - 23rd November

2017

- Worked in Banquets & Fine Dining restaurant (Dilli 32)
- Guest handling

➤ **ACHIVEMENTS**

- Merit scholarship holder in 1st Semester 2017
- Merit scholarship holder in 6th Semester 2020

➤ **EXTRACURRICULAR ACTIVITES**

- The Fundamental of Digital Marketing by Google Digital Unlocked 2020
- Volunteer in College fest AUD@CITY, AUD 2018
- Typography and Computer Application Course 2016
- Shorthand English & Office Management Course 2016

➤ **COMPUTER PROFICIENCY**

- Microsoft Excel (Intermediate)
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Publisher
- Microsoft Access

➤ **SKILLS**

- Excellent Communication Skills
- Customer Management
- Client Servicing
- Marketing
- Weeding Planner
- Event Management
- Data Entry
- Digital Marketing

➤ **INTERESTS**

- Traveling
- Cycling

➤ **PERSONAL DETAILS**

Age: 21 Years
Gender: Male
Marital Status: Un-married
Nationality: Indian