

ANKIT GOGNA

46, Triveni Appt., H-3 Block, Vikaspuri, New Delhi-110018

Contact: +91 9873754238; **Email:** ankit.gogna888@gmail.com

Dear Sir/Ma'am,

I am submitting herewith my resume for your perusal and favourable consideration for the position in your organization.

A systematic, organized, hardworking, and dedicated team player with an analytical bent of mind with excellent academic credentials. I am a qualified Professional offering a progressive corporate experience, determined to be a part of a growth-oriented organization.

Acquire experience across Travel Industry; extensive exposure to a comprehensive range of supervision, coordination as well as client care functions. Wide exposure to a variety of clients from diverse backgrounds and recognition from past and previous employers for successful maintenance of international standards and the utmost commitment to my work. I enjoy helping people and making sure they have the support and advice needed to make an important travel decision. My prime goal is to understand the professional environment and capitalize on opportunities. Professionally I am looking for an opportunity that will help me utilize my skills in Operations.

Dedicated and focused individual, determined to add value to the organization I work for, through my exceptional knowledge and learning ability. Possess well-developed communication skills with a reputation for unwavering accuracy, credibility, and integrity.

The above credentials along with my enclosed resume make me ideally suitable for the position in your organization. I would appreciate an opportunity to hear from you.


Thanking you,
Yours sincerely,
Ankit Gogna


ANKIT GOGNA


Operations Manager

Result-oriented professional with 11.5+ years of experience and a proven knowledge of Operations Management, Itinerary Management and efficiency improvement. Aiming to leverage my skills and knowledge through which I will be able to contribute to the profitability of the company and grow along with it.

CONTACT

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PROFESSIONAL EXPERIENCE

Young Edsplorer India Pvt. Ltd.

Operation Manager, May 2019 to Nov 2019

Managed team of 4 members, responsible for all the multi-day National & International group trips of our clients (Schools) trips incorporates the following:

- Managed international & domestic flight tickets
- Railway tickets
- Overseas travel insurance & Visa arrangements
- Hotel Bookings
- Local transfers
- Prepared itineraries as per the school's requirements
- Guide clients and manage their trip as a travel mentor with end to end travel plan

Akbar Travels of India

Senior Travel Consultant, Jul 2017 to May 2019

- Coordination with the clients regarding their travel plans
- Issuance and re-issuance of international & domestic tickets
- Railway tickets
- Overseas travel insurance & Visa arrangements
- Hotel bookings & Local transfers
- Group bookings
- Meetings and conferences

BCD Travel India Pvt. Ltd.

Senior Travel Associate, Nov 2016 to Jul 2017

- Coordination with the clients regarding their travel plans
- Issuance and reissuance of international & domestic tickets
- Overseas travel insurance & Visa arrangements
- Hotel bookings & Local transfers
- Car bookings
- Group bookings
- Meetings and conferences

ADDITIONAL SKILLS

- Business Knowledge
- Problem Solving
- Team Leadership
- Strong Communication
- Time Management
- Critical Thinking

CERTIFICATIONS

- Diploma course in Travel Tourism and Airport in 2007 from YMCA, New Delhi
- Basic Knowledge of computer and internet.

Global Energy Talent Pvt. Ltd.

Assistant Manager - Deployments, Dec 2014 to May 2016

Managed the responsibility of travel co-ordinations with clients as well as with the consultants to track the performance & work activities with the clients:

- o Manged international & domestic flight tickets
- o Railway tickets
- o Overseas travel insurance & Visa arrangements
- o Hotel Bookings & transfers
- o Meetings and conferences
- o Coordination with the clients regarding the deployment of the consultants
- o Handled day to day administrative duties like vendor management, office management, managing client & internal conferences.
- o Monitoring inventory, office stock and ordering supplies as necessary.
- o Raising of purchase orders and invoice tracking. Creating and modifying documents using Microsoft Office.
- o Involvement in social media implementation.
- o Updating, processing and filing of all documents.

Kehar Travel Services

Travel Consultant, Nov 2011 to Nov 2014

- o Coordination with the clients regarding their travel plans.
- o Issuance and reissuance of international and domestic tickets.
- o Railway tickets
- o Overseas travel insurance & Visa arrangements
- o Hotel bookings & Local transfers
- o Car bookings
- o Group bookings
- o Meetings and conferences

23 months' work experience with **Intelenet Global Services** as Reissuance and ticketing agent from Aug 2009 to Jul 2011.

- The job profile was to issue and reissue Air tickets on World Span, Apollo, Sabre, and Delta.

21 months' work experience with **Spice BPO Services** with Indian airlines process as a Team member from Dec 2007 to Aug 2009.

- The job profile was to handle Indian Airlines passenger's calls regarding their reservation.

EDUCATION

- Higher Secondary Examination, C.B.S.E, 2004
 - Intermediate Examination, C.B.S.E, 2006
 - Graduate from EIILM University, 2013
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