

CURRICULUM-VITAE



SHAIENDRA SINGH JADOUN

Contact: 8800677347

Email : Shailendra@tourprabhandhak.com

Objective:

To pursue a career in an organization that provides a challenging work environment and allows me to grow both, professionally and as an individual.

Personal Information:

- *Date of Birth* : 28th Nov 1989
- *Martial Status* : *Married*
- *Nationality* : *Indian*
- *Father's Name* : *LT. Shri Harnam Singh*

Professional Experience:

Executive – Tour Prabhandhak - (October 2019 – To Till Date)

- *Managing On-ground activities while traveling with group (Check-in/Sight-seeing/Transfers/Immigration assistance/briefing the clients etc.)*

- *Taking care of any grievances occur during travel*
- *Ensure smooth execution of Group Travel while maintain professional image of the organization.*

Tour Manager (MICE,GIT) –Cox & Kings Ltd - (August 2015 – October'2019)

- *Responsible for organizing group travel for elite corporate clients within India and abroad.*
- *Liaising with Hotels, Airlines, Local vendors, Transporters and suppliers for making necessary travel arrangements.*
- *Managing On-ground activities while traveling with group (Check-in/Sight-seeing/Transfers/Immigration assistance/briefing the clients etc.)*
- *Taking care of any grievances occur during travel*
- *Ensure smooth execution of Group Travel while maintain professional image of the organization*

Major Projects

- *Handled Group Travels for Domestic/Internationally renowned organizations*

Education:

10+2 From U.P Board

Skills And Interests:

Language Skills: English (Fluent in Reading/Writing/Speaking)

Hindi (Fluent in Reading/Writing/Speaking)

Computer Skills : knowledge of computer and Internet

Interests: Traveling (Covered around 5-6 International Destinations all major cities within India.)

Declaration:

I, hereby declare that all the above information given is true and correct to the best of my knowledge and belief.

Date:

(Shailendra Singh)