

## PERSONAL INFORMATION

### Abhimanyu Sharma



Email : [abhi\\_holmesglen@hotmail.com](mailto:abhi_holmesglen@hotmail.com)  
Mobile : +91 9999993894  
Date of Birth : 27/07/1988  
Marital Status : Single  
Nationality : Indian  
Known Languages : English & Hindi

## PROFESSIONAL SUMMARY

A professional tour manager with a passion for introducing travelers to new and exciting destinations. As a dedicated tour professional, I excel in planning custom itineraries that exceed the expectations of tour groups. As experienced worker who prioritizes independently, always adding value to client's touring experience.

## SKILLS

Problem solver with advanced customer service skills.  
An adaptable person who is flexible when working with a group of people.

## WORK EXPERIENCE

### Tour Manager - Freelancer *2013 - Till date*

- Manage tours of both domestic and international incentive groups, including all logistical details, such as transportation, lodging, sightseeing, meals etc.
- Greeting tour members and provide details about tour.
- Responsible for tour members meeting travel requirements, such as valid passports, visas and obtaining adequate travel insurance.
- Provide well-coordinated commentary on the areas visited, utilizing the understandable language with applicable groups.
- Provide guidance on the restaurant, sightseeing and shopping options.
- Addressed concerns of travelers promptly.
- Assisted in maintain tour records, including expense accounts and debriefing reports.
- Provided solutions to touring member concerns and difficulties.
- Specializes in handling VIP guests on the tour.
- Knowledge of foreign currency transactions.

## GROUPS HANDELED

Axis Bank, Hyundai Motors, HDFC, Jaguar, ICICI Lombard, Reliance etc.

## DESTINATIONS TRAVELLED

Canada (Toronto, Montreal, Vancouver), United States (Chicago, St. Louis, Kansas City, California, Las Vegas), South Korea (Seoul, Jeju Island), Spain, London, Switzerland, Paris, Poland, Prague, Vienna, Cape Town, Mauritius, Singapore, Bangkok, Hong Kong, Shanghai, Sydney etc.

## VALID VISA

USA – till March 18, 2031,  
Singapore – till June 02, 2024

## INTERESTS

Travelling & exploring new destinations.

## PERSONAL STRENGTHS

Good communication skills  
Customer focus  
Active problem-solver  
Teamwork  
Ability to handle pressure