



CURRICULUM VITAE

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SUMMARY OF 10 YEARS EXPERIENCE & QUALIFICATIONS

I am a **management post-graduate** with proven record of business understanding and **team leadership**, with full **responsibility**. I am **aggressive** in work with **no-nonsense attitude** and believe in leading my team as an **intrapreneur** (working like an entrepreneur). **Growth motivates** me, new **responsibilities encourage** me and believe in learning, innovations, new ideas.

Ten years of working **experience** in (India) **In-bound Adventure and International Schools Trips**. Directly **handling** the **Foreign Tour Operators Queries** (esp. from **Far-East, China**) & India along with queries from foreign based schools trip queries. Leading an **inbound team of 03 members** and created freelance adventure team of 10 members for **operating inbound adventure and school's trips**.

Along with all the above experiences, I have worked as an Adventure start-up consultant as mentioned below.

PROFESSIONAL WORK EXPERIENCE OF 10 YEARS

03 PLUS YEARS EXPERIENCE WITH - TRANCE HOLIDAYS PVT. LTD.

(Trance Holidays, Delhi is well-known Indian DMC in China)

Manager: Inbound Adventure Trips - (April 2015 to December 2016)

Sr. Manager: Inbound Adventure & International School's Trips Department (January 2018 to Till Date)

Inbound Adventure Department

- Adventure product development & costing is my main responsibility for In-bound & School Queries from Far East & China through F.T.O's.
- **Managing 03 members operations team and ensuring smooth operations of the tours.**
- Negotiating inventory and rates with the hotels, arranging new transporters with better rates and services.
- Organizing, training and briefing the guides for tour service as per the requirements of the F.T.O's.
- **Invoice clearance and closure of accounts with F.T. O's.**
- **Vendor's bills and accounts verification.**
- **Preparing P&L accounts of department.**
- Selecting, booking, and participating in the Travel Trade Fairs (mainly in India and China).
- Data Analysis of Chinese Exhibitions & Conference in India for targeting the new customers.
- Arranging relevant invitation letters through companies' network for Chinese Delegation VVIP trip to India. Etc
- **Identifying possibilities for the expansion of the Company, making detailed business plans etc.**

Schools Department (Founder & Head of the Department from 01 January 2018)

- Preparing different types of C.A.S, Week Without Walls, Duke of Edinburgh's program, Outdoor & Adventure Camps, Foreign Exchange Program, Teachers programs and other domestic and international tour programmes and quotations for IB & Cambridge Board Schools in India & Abroad.
- **Meetings with the Principal & Chairperson of the Schools in Delhi/NCR for outdoor educational trips and successfully operated C.A.S trips & adventure programs.**
- Created a freelance team of 10 outdoor & adventure experts
- Hiring interns and managing a team of 2 interns for sales and marketing.

01 YEAR 5 MONTHS EXPERIENCE WITH - SNOW LEOPARD ADVENTURES P LTD. -DELHI

(Best Adventure Tour Operator of India - 2015)

Assistant Manager - Schools Department: October 2013 to August 2014

Manager & Schools Department Head: September 2014 to March 2015

- **Preparing** different types of **C.A.S & Week Without Walls school tour programmes** and quotations mostly for foreign based school.
- Discussing the C.A.S tour itineraries & quotation with tour in charge at different level in the schools and clearing all their doubts.
- **Giving presentations to parents, school teachers and management** for school group tours.
- **Preparing G.D.N and Operations Service Vouchers** for the Camp staff to deliver the commitments made to the parents, teachers and management and meet the expectations of the groups.
- Assigning responsibilities to the camp team of 20 members as per the final itinerary through operations team.
- **Heading** & taking tour reports through **operations team of 3 members** about the movement of the groups at different Camps in different locations and keeping the F.T.O, Schools and Company updated with the progress of the programmes.
- **Booking hotels, flights, trains, guide, transport etc with the operations team of 03 members**
- During off season
 - studying market trends and researching new programmes to understand the changing demands of the groups and travellers, potential change in sales volumes and effect of competitors' operations and sales
 - Establishing short term and long-term objectives for the camp staff at different locations whilst ensuring the camps runs efficiently and effectively in line with company standard operating procedures
 - Training new staff and preparing for the upcoming season for the day to day operations of the business.

03 MONTHS EXPERIENCE WITH - WINDSOR MOUNTAIN INTERNATIONAL SUMMER CAMP- New Hampshire (U.S.A)

Camp Counsellor - Tripping and Rope course: (June, 2013 – August, 2013 as per visa validity)

- Deciding, preparing, and promoting local adventure-based trips in the camp to sensitize children with several local issues and educate them about the environment.
- Preparing three-day trip itinerary from camp to Camp for campers
- Deciding food menu/list, transport, equipment, and safety gear and arranging necessary permissions for the trip like campsite booking
- **Booking campsites, activity trainers, transport etc for the trip**
- Other **camp counsellor responsibilities** at camp

09 MONTHS EXPERIENCE WITH - SHIKHAR TRAVELS (I) PVT. LTD. New Delhi

(A company as old as Adventure Industry of India)

Sr. Executive – Tours: (August 2012 – May, 2013)

- Designing commercial Mountaineering Expeditions itineraries to Indian Himalayas.
- Preparing costing of Mountaineering Expeditions and different In-bound tour programs offered by the company
- Replying Indian and foreign based school's queries for trip to India
- Making hotel, train/flight, transport, and restaurant bookings for the groups
- Leading trekking, camping, and Mountaineering expeditions in Indian Himalayas. etc

3 YEARS EXPERIENCE WITH - ALTITUDES EXPEDITIONS PVT. LTD. NEW DELHI

(oldest adventure training company for school groups)

Sr. Executive – Marketing & Adventure Trainer: (August 2011 – May 2012)

Executive - Sales and Adventure training: (May, 2009 – July, 2011)

- Targeting the market geographically and appointing team of interns for respective market to meet the sales target
- Preparing innovative adventure training programmes for school students & corporate groups.
- Meeting the clients and establishing network base to increase the reach of the company.
- Assisting Business Development Director in sales and collection of payments
- Adventure trainer at “Camp Bagicha” – training centre for school students and Corporates
- Rope course Instructor at several In-house workshops in Schools and Corporates

PROJECTS UNDERTAKEN

Xplorazzi Adventures Pvt. Ltd. (A start-up by IIT'ns based in USA)

(March, 2015 to February, 2016 - Adventure Start-Up Consultant)

- Project planning, company registration, fund allocation, supplies procurement, recruiting, adventure programmes training to new staff,
- Developing inbound & domestic adventure training & tours itineraries for adventure enthusiasts, groups (both school & corporates) & families.
- Process mapping of adventure tour operations at different locations
- Contracting with suppliers, vendors and other agents and many other responsibilities

EDUCATIONAL QUALIFICATIONS

- Post Graduate Diploma in Business Management -Finance (PICT College, Pune 2007-09)
- Pursuing Diploma in Tourism Studies IGNOU University –Session 2013
- Bachelor In commerce, Sambalpur University (Session 2004-07)
- M.G.M English School, Rourkela (I.S.C Board) in 2004
- M.G.M English School (Rourkela) (ICSE board) in 2002.

HOBBIES AND OTHER QUALIFICATIONS: -

- Basic Mountaineering Course (“A” Grade) Nehru Institute of Mountaineering – Uttarkashi
- Advance Mountaineering Course (“A” Grade) Nehru Institute of Mountaineering – Uttarkashi
- Advance Rock Climbing Course (“A” Grade) Swami Vivekanand Mountaineering Institute – Mt Abu
- Qualified to participate in I.M.F Expeditions as a Liaison Officer
- First Aid and Health care certification from VIVO Health Care
- PADI Open water scuba diving certification.

ACHIEVEMENTS AND OTHER EXPERIENCES

- Participated in Government of India Expedition to Mt Kuchela Expedition (6,750M) as a climbing member in 2012 (Kumaon Region)
- Climbed Mt Stok Kangari in 2010 (Ladakh Region)
- Climbed Mt D.K.D-II (5,895 M) in 2009 (Garhwal Region)
- Participated in Mt Neelkanth Expedition in 2009 (Garhwal Region)
- Trekked- Kalindi Khal; Tapovan; Gaumukh; Roopkund; Dokrani Bamak Glacier; Milam Glacier; Pindari Glacier; Dodital; Panchachuli; Panwali Dwar; Valley of flowers; Hemkund Shahib; etc in Garhwal & Kumaon Region
- Organized many trek, Mountaineering Expeditions, and adventure training programs
- Organized Quiet India Campaign – Against Noise pollution (Pune), Rhythm Divine – An Inter School Dance Competition (Rourkela),
- Co-ordinated Initiatives of Change Regional Youth Conference - Bhubaneswar and attended many National Youth Conferences.

Languages Known:

Read & Write: English, Hindi, Oriya, Awadhi, Bhojpuri

Can Understand: Bengali, Gujarati & Punjabi

Global Exposure: USA, & European Countries

CORRESPONDENCE DETAILS: -

Current Address:

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Permanent Address:

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