# *CURRICULUM VITAE*

***RAJIV RANJAN JHA***

*C/O MANORANJAN JHA*

*VAISHALI*

*SECTOR – 4 GAZIABAAD*

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***CAREER OBJECTIVE:***

*To explore and reach professional heights through hard work and commitments for the organization betterment and self – enhancement*

# *PROFESSIONAL QUALIFICATION*

*Masters of business administration from Sikkim Manipal university Gangtok sikkim (2002-2004)*

# *AREA OF SPECIALISATION*

*Major :- Human Resource*

*Minor :- Marketing*

# *ACADEMIC QUALIFICATION*

*Degree University/Board Year of Passing*

*Graduation (B.A) Delhi University 1999*

*Intermediate C.B.S.E Board 1996*

*High School C.B.S.E Board 1994*

# *ADDITIONAL QUALIFICATION*

*Completed Post Graduate Diploma in computer and software technology from ET&T.*

# *WORK EXPERIENCE :-*

*Total Experience :- 8 Years (Approx)*

*Company Name :- His Travels India Pvt Ltd*

*Period :- Jan 2009 to Feb 2010*

*Position Held :- Executie Opeartions (Inbound)*

*Company Name :- Shanti Adventure Tours Pvt Ltd*

*Period :- Feb 2010 to Mar 2014*

*Position Held :- Sr. Executive Operation (Inbound )*

*Company Name :- Onkar Travels*

*Period :- Jun 2014 to Still working*

*Position Held :- Sr. Executive (Inbound)*

# *JOB RESPONSIBILITY :-*

* *All aspects of operations & file handling.*
* *Making the itinerary preparation according to the client need and doing costing.*
* *Coordinating with the hotels for the best rate and proceeding the hotel bookings.*
* *Sending the mail to the transport department to get the good rates and sometimes getting the direct rates from the transporter by sending them the mail.*
* *Coordinating with the suppliers for the booking reconfirmation.*
* *Ensuring to make the travel document kit according to the given time period.*
* *Making all the payments and generating the Invoice against the client travel.*
* *To get the feedback from the guest so that we can provide the maximum satisfaction to our guest*

***PROJECTS :-*** *To study the market potential of Haldiram and its related products in delhi as well as in NCR. Also the Distribution channel.*

# *EXTRA CARICULAR ACTIVITIES :-*

* *Participated in Solo Singing Competition*
* *An active member of N.S.S*

# *SKILL :-*

* *Team Player*
* *Learning Attitude*
* *Hard Worker*
* *Positive Attitude*

# *PERSONAL PROFILE :-*

***FATHER’S NAME : Shri M. Jha***

***MOTHER’S NAME : Smt K. Jha***

***LANGUAGES : Hindi & English***