

CURRICULUM VITAE

Georgina Eric

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PROFESSIONAL MARK: To enhance efficiency and profitability of the organization and to find a challenging position in the industry, where I can utilize my knowledge and skills to minimize hassles and alleviating client concerns and keeping client experiences stress-free & enjoyable.

I want to secure a challenging position that allows me to get perfection in the field Hospitality. So I want to work with a progressive organization where I could utilize my knowledge & skills where performance is the criteria for mutual growth.

CAREER HIGHLIGHTS & STRENGTHS

27th March 2000 till 22nd Nov,2022

Organization: Swan Tours

Designation: Senior Manager

- ❖ Dealing with domestic/ inbound and international (limited destinations) tours queries for both FIT, GIT, Incentive Tours.
 - ❖ Preparing Itineraries.
 - ❖ Marinating cost sheets of the products / packages
 - ❖ Contracting with hotels and vendors.
 - ❖ Negotiating with the Hotels & Vendors for Tariff.
 - ❖ Developing good professional relation with the hotel sales account manager.
 - ❖ Preparing customize products for Newsletters / Fliers / Promotional campaigns/
 - ❖ Working closely with marketing team to increase the sales.
 - ❖ Working closely with the team to negotiate with the hotels as per the requirement of my department.
 - ❖ Assisting accounts team to ensure smooth operations in clearing the bill & reconcile the folios etc.
 - ❖ Excellent time management and skilled multitasking.
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13th Oct 2023 – currently working

Organization: Dewan Travels Pvt Ltd.

Designation: Senior Manager – Domestic Tours

- ❖ Dealing with domestic/ inbound and international (limited destinations) tours queries for both FIT, GIT, Incentive Tours.
- ❖ Preparing Itineraries.
- ❖ Marinating cost sheets of the products / packages
- ❖ Contracting with hotels and vendors.
- ❖ Negotiating with the Hotels & Vendors for Tariff.
- ❖ Fair knowledge on air ticketing.
- ❖ Developing good professional relation with the hotel sales account manager.
- ❖ Preparing customize products for Newsletters / Fliers / Promotional campaigns/
- ❖ Assisting accounts team to ensure smooth operations in clearing the bill & reconcile the folios etc.
- ❖ Excellent time management and skilled multitasking.

PERSONAL QUALITIES

- ❖ High Grasping Power.
- ❖ Keen Intellect.
- ❖ Can work under pressure to meet deadlines.
- ❖ Flexible team player.
- ❖ Team Building Quality.
- ❖ Analytical.

ACADEMIC CREDENTIALS

St. Anthony's Sr. Sec School, Hauz Khas New Delhi

- ❖ Completed Secondary School Certificate / 10th in year 1993
- ❖ Completed higher Secondary School Certificate / 12th in year 1996

Jesus and Mary College, Delhi University, New Delhi

- ❖ Graduation in Bachelor of Arts, August 1999

Indian Institute of Tourism & Travel Management, Delhi Chapter

- ❖ Completed a three months' basic diploma in Air Travel / Fare Calculation / Ticketing and operating CRS - Amadeus
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COMPUTER PROFICIENCY

- ❖ Good Computer knowledge, MS Word, MS Excel, MS Outlook
 - ❖ Operating System: Windows 7, 8 & 10
 - ❖ Effective internet browsing skill.
 - ❖ Updated with the latest technologies used to enhance and upgrade the work / productivity.
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PERSONAL DETAILS

Father's Name:	Mr. Eric Anthony
Date of Birth:	13 May 1977
Gender:	Female
Nationality:	Indian
Marital Status:	Unmarried
Language Proficiency:	Hindi and English

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: 03 July,2024
Georgina Eric
Place: New Delhi