

E-70, 2nd floor, Uttam Nagar
New Delhi (110059)
+91 9625960856
nishthamathur0504@gmail.com

NISHTHA MATHUR

OBJECTIVE To pursue a challenging and an exciting career in Tourism industry, where I can leverage my skills to contribute to the growth and objective of the organization while being resourceful, innovative and flexible.

SKILLS & ABILITIES

- Good communication and interpersonal skills.
- Possess a self-motivated, enthusiastic and a positive attitude.
- Hardworking and dedicated.
- Intrinsic desire to excel and to learn.
- Ability to work under Pressure.
- Creative mind
- Good listener
- Punctual and organized.

EXPERIENCE

TOUR EXECUTIVE

Jay Palki Baba Tour and Travels Pvt Ltd, New Delhi

August 2018 - March 2020

- Planning the tour Itinerary for all destinations.
- Managing and processing Hotel bookings and various transportation bookings.
- Generating hotel vouchers.
- Handling the files

SALES EXECUTIVE

Get-way India Holidays Pvt Ltd, New Delhi

November 2020 – February 2023

- Majorly worked over selling the domestic packages
- Planning the tour itinerary as per the customer's demand
- Managing and processing Hotel bookings and various transportation bookings.
- Generating hotel vouchers and handling the files.

TOUR EXECUTIVE

SAI VOYAGES (INDIA), East Patel Nagar, New Delhi

March 2023 - Present

- Planning the tour Itinerary for all destinations.
- Managing and processing Hotel bookings and various transportation bookings.
- Generating hotel vouchers.
- Handling the files

EDUCATION

GRADUATION

Bachelor OF ARTS

Institution – School of Open Learning, University of Delhi

Year of passing – 2020

SENIOR SECONDARY

Institution – Kendriya Vidyalaya, Janakpuri, New Delhi

Year of passing – 2017

HIGHER SECONDARY

Institution – Kendriya Vidyalaya, Janakpuri, New Delhi

Year of passing – 2015

PROFESSIONAL SKILLS

- 1 Year Diploma in Travel and Tourism
- 1 Year Certification in French Language

HOBBIES

- Exercise
- Music
- Netflix
- Traveling

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

NISHTHA MATHUR