

EKTA TIWARI

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With more than 12 years of Experience in Travel Industry**International / Domestic Air Ticketing, International / Domestic Hotel Booking, Itinerary Preparation, Marketing, Liaison with Customers, Visa for All Countries****CARRER VISION**

Intend to build a career with a leading corporate with committed & dedicated people in an organization, which will provide me the right environment to explore myself fully, realize my potential & where I can have the freedom to explore. Willing to work as a team player in a challenging and creative environment.

CAREER RECORD

- **Genex Travels Solution Pvt Ltd**
- Oct 2024 to May 2025 as Team Lead
- **Nidhi Consultancy (www.nidhiconsultancy.in)**
- Sept 2020 to Sept 2024 as Administration Manager in Delhi Branch
- **Shree Absolutely Travels Private Limited (www.shreeabsolutelytravel.com)**
- Sep 2010 to Dec 2020 as Branch Manager in Delhi Branch.
- Apr 2007 to Oct 2009 as Senior Reservation Executive in Kolkata Branch.
- Mar 2004 to Mar 2007 as a Reservation Executive in Kolkata Branch.

Work profile:

Worked as Managerial in Shree Absolutely Travels Pvt. Ltd. using Amadeus and Galileo software to book the tickets of airlines and is responsible for complete operation of the branch including sales, marketing, finance, Strategic Planning as well as the revenue management of the Branch. And also responsible for implementing the organization policy in the branch and giving regular feedback about the progress of the branch to the head office.

Key Role & Responsibilities:

- Lead a team of 10 members thereby ensured accomplishment of mission and objective of the Organization.
- Complete preparation of international ticketing on Galileo/Amadeus platform, processing of visa of all country (including UK and USA).
- Itinerary preparation as per the customers convenience and make suitable travel arrangement within their budget.
- Regular Interface with the senior management level.
- Overseeing entire work of Branch operations including Control of Expenses, Analysis of Invoices, collection from customer, Making Power Point presentation to customer, visiting customer on regular basis, Handling HR activities and their training, Finalizing the terms and condition with creditors and debtors etc.
- Developing the marketing and sales strategies for the organization.
- Maintaining the website of the company and also responsible for the Digital Marketing for the Company.

Project Handled:

- Handled various tour programmed of corporate having more than 200 passengers.
- Handled the tour programmed of various Member of Parliament, Cabinet Ministers, IAS and various important dignitaries.

ACHIEVEMENT

Set up a new branch of the Shree Absolutely Travels Private Limited in Delhi, wholly responsible for its complete operation, sales, marketing and within a short period, even in a competitive market like Delhi, developed a team of professionals, trained them and increase the turnover of the branch from zero to crore Rs figure.

ACADEMIC DETAILS

- MBA (Marketing) From N.I.M.S. University Jaipur in 2018.
- B.Com. from Shobhit University in 2014.

Technical Expertisation: -

- Google Ad word Certification from Google in 2016.
- Digital Marketing Certification (including Google analytics) from Kangaroo Wings Private Limited in 2016.
- International Air Transport Association (IATA) GDS (Amadeus) Certification in 2015.
- One year Certification course in Computer Hardware course in 2004.
- Certificate Course in MS Office (MS EXCEL, MS WORD, MS Power point etc.) in 2003.

CORE COMPETANCY

- A good team player with Leadership skills.
- Committed to the achievement of targets and deadlines.
- Flexible and interested to try new things and improve efficiency in assigned tasks.
- Enterprising Leader with ability to deal with people across levels and from diverse backgrounds.

PERSONAL DETAILS

- Father's Name : Late Jai Kumar Tiwari
- Date of Birth : 20 Apr 1983.
- Gender : Female
- Marital Status : Married
- Address : WZ-1028B TOP FLOOR GALI NO-13, PALAM COLONY, SADH NAGAR PALAM VILLAGE NEW DELHI - 110045