

CURRICULUM VITAE


NAME: PRUNAB GHOSH

Email: pranab080@gmail.com

CARRIER OBJECTIVE

To dedicate myself towards the organization to produce results for its betterment and growth through my abilities and professional skills.

PERSONAL DETAILS

Guardian's Name	Late T. P. Ghosh	
Permanent Address	P.O: Sovanagar, Dist: Malda, State: W.B, PIN: 732209	
Current Address	Maheshpur -P, Ghoshpara, Near Biwanathmore, Malda, West Bengal.	
Mobile	08376995445, 09614271936	
Gender: Male	Mother Tongue: Bengali	
Languages Known	English, Hindi, Bengali,	
Date of Birth: 09.01.1991		

EDUCATION

Course	Board / University	Year of Passing
Masters of Tourism Administration	Banaras Hindu University	2013
Bachelor Degree in Travel & Tourism Management	West Bengal University of Technology	2011
Higher Secondary Examination	C.B.S.E	2008
Secondary Examination	C.B.S.E	2006

COMPUTER KNOWLEDGE

Basic Knowledge, MICROSOFT OFFICE, Internet, Typing skill, Travel Mint Software, Times Software & Facile Software.

INDUSTRIAL EXPOSURE

Work experience

- **August 2020 – Till Date**
Working with **ICAR (Indian council of Agriculture & Research), Malda, West Bengal**
 - Project Coordinator
 - Report writing on daily basis.
 - New Idea Implementation for project.
 - Purchase order on Central Govt. Gem Portal & E-Office.
 - Quality assurance and maintenance of existing and upcoming machineries.

- **November 2015 – August 2020**
working with **Creative Travels Pvt. Ltd.** as a Senior Executive – Destination Design
Key roles
 - Sales and marketing activities on Seminars/Projects
 - Business development by continuous follow up of the acquired clientage.
 - Continuous knowledge contribution to the business by extensive market research activities
 - Call customer to give them brief details about their product and tour Itinerary
 - Enhancing Sales within assigned Customer/Corporate Clients and acquisition of new business
 - Building and maintaining relationship with Corporates, Business Associates, etc
 - Making itineraries and costing of the tours in excel sheet.
 - Quick respond to foreign tour operator with their query.
 - Put Entries in Travel-Mint Software.
 - Generate Vouchers and Shared with vendors in due time.
 - Maintain Files for all FIT's & GIT's Group
 - Submission on Invoice & clearance in due time.
 - Building and maintaining relationship with Corporates, Business Associates, etc

- **December 2013 to September 2015**
Worked with **Trail blazer Pvt. Ltd.** as an Inbound Tour executive since.
Key roles
 - Handling transportation and assuring quality & safety.
 - Handling inbound arrivals.
 - Provide all the information and instruction regarding tour.
 - Making itineraries and costing of the tours in excel sheet.
 - Put entry on Times software.
 - Escorted the group of HIL to Mumbai with 300 members.
 - Provide Assistance in large event like University of Chicago conference.

KEY ACADEMIC PROJECT

- Participated in earth day on 23rd march 2009 for conservation and safety of environment.
- Participated in world tourism day 2011 and organize the cultural evening.
- Participated in one day workshop of new trends of tourism in world tourism day

	2012 and organized the whole event. ➤ Organized event MULAQAT on 2013 for a professional and academic Interaction. ➤ Participate in 10 days trekking and Adventure program in Uttarakhand.
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KEY SKILLS	
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	➤ Initiative ➤ Team Player ➤ Pro active ➤ Negotiation ➤ Self Motivated ➤ Communication
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AREAS OF INTEREST	
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Extra Curricular Activities	Scouts & Guide, Trekking, Mountaineering, Helpage India, Attend many tourism conference and seminar conducted in college.
Hobbies	Listening & singing songs, Reading story books, Net surfing, Photography.

DECLARATION	
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I hereby declare that all the particulars mentioned above are true to the best of my knowledge & belief.
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Prunab Ghosh

Signature