RESUME

**Miss. Yogita Chouhan**

Correspondence Add:-

LIG 11 A-sector

Sonagiri Piplani

Bhopal mp

462021

Contact No.- 9584853152

Email:- yogitachouhan22@gmail.com

**Objective :**

Intent to build career with leading corporates of Hi- Tech Environment with committed & dedicated people.

Which will help me to explore myself fully & realize my potential.

Willing to work as a key player in Creative & Challenging Environment.

**Important Information:**

Current CTC :- 15000PM

Expected CTC :- 22000-25000/PM

Job Location :- Indore

**Work Experience :**

6 month Training in SOTC Ahmedabad.

At Present in Ashish Travels Bhopal

**Duration :**

15th April 2012 – 15th Oct 2012

1st Jan 2013 – At Present

**Job Profile :**

* Visa procedures/documentation for destinations as per customer requirements
* Hands-on experience for single/multiple entry Visa& Visa fees applicable todifferent destinations
* Knowledge of almost all online visa processes.
* Documentation knowledge of all Embassies
* Maintaining record of all application data.
* Ticket Reservations- knowledge of CRS abacus and Amadeus.

**Academic Qualification :**

* 10th Passed from CBSE Board.
* 12th Passed from MP board.
* Pursuing 3nd year BTS in tourism from IGNOU.
* Kuoni Air line Diploma in Travels & Tourism.
* One year Diploma in Computer Application.

**Strengths :**

* Decision making under crucial circumstances.
* Ability to work with Team & Team Leaders.
* Good communication capacity Hindi & English.

**Personal Details**

Father’s Name : Late Mr. Harnam Singh Chouhan

Mother’s Name : Ku. Kamini Chouhan

Gender : Female

Nationality : Indian

Date of Birth : 22 July 1991

Marital Status : Single

Language Known : Hindi, English & Kannada

Hobbies : Listening Soft Music & Chatting with Friends

**DECLARATION**

I here by state that the above furnished details are true to my knowledge.

Date :-

Place :- Bhopal Yogita Chouhan