

Name: Sangeeta Rani
D.O.B: 14th April, 1988

SUMMARY

5 years and 6 months of work experience in the field of Teaching, Academics, and Travel consultant in Travel and Tourism industry. Excellent communication skills with expertise in making presentations, managing a team, creating and building rapport with clients. A very good team player with a strong motivation and drive to win and deliver. Well versed in MS Excel, MS Word, Power Point

WORK EXPERIENCE

Airlines, Tourism & Hospitality Management [ATHM], ITFT College, Chandigarh (July 2011 till Present, 5 years)

Designation: Deputy Head – ATHM Deptt

- Delivering lectures on Travel Agency & Tour Operations, Tourism Products of India, MICE, Tourism Industry Profile ,Destination Marketing, Tourism Management, Basics of Tourism, Tourism Policy of India & Basics of Tourism
- Organising the events for college fests, freshers and other cultural events
- Active member of cultural committee
- Placement Cell coordinator
- Curriculum designing for proposal of new management subjects for MBA service industry
- Education counsellor for the batch of 2012-15
- Writing newsletters for ICSI (International Chamber For Service Industry) <http://www.icsiindia.in/>.
- Award of Honour for successful completion of 3 years in college academics

PROJECTS UNDERTAKEN AT ITFT COLLEGE

- Visited Arunachal Pradesh (Ziro, Itanagar & Guwahati) as a part of Post Matric Scholarship Scheme Project by Ministry of Tourism Govt. of India in Oct 2012 through ITFT College.
- Making the project reports on Service industry and Tourism for Government of Punjab, Haryana, Sikkim and Arunachal Pradesh
- Content designing of 'Hunar Se Rozgar Tak' project by Ministry of Tourism Govt. of India.
- Curriculum designing for NULM(National Urban Livelihood Mission) for Chandigarh
- Content development for DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojna) for Sikkim
- Given Live lectures on Travel & Tourism under DDUGKY project to North East students
- Attended RUSA (Rashtriya Uchhtar Shiksha Abhiyan) workshop on faculty development for three days in college
- Active member of organizing various conferences in ITFT College
- Got appreciation letter from Chairman Sir within 5 months of service in ITFT

HOLIDAY INDIA PVT DESTINATION LIMITED

DESIGNATION:TRAVEL CONSULTANT (January 2011 to June 2011, 6 Months)

- Hotel Contracting
- Negotiation with the vendor
- Itinerary preparation for domestic destination
- Transportation contracting
- Costing for domestic itineraries

EDUCATION QUALIFICATIONS

- Masters in Tourism Administration from Himachal Pradesh University, Shimla from batch 2009-11
- Bachelors in Medical Science from St. Bedes Shimla from batch 2005-08
- Secondary education from CBSE Board from DAV Lakkar Bazaar School Shimla from batch 2003-05

TRAININGS & EVENTS

- Member of Organizing Committee of World Tourism Week Celebrations (2009 & 2010) which included various arrangements and planning concerning accommodation, transportation, reservations, venue management, conference devices and coordination. The event was conducted in entire state of HP including "Shimla Heritage walk (2009, 2010)" and "Guided City tour of Shimla City (2010)". Also organized of world tourism day conference and cultural event. (2010).
- Attended 10-Days Leadership Development Camp, at Manali in Aug 2010 which included training of adventure sports, individual survival and knowledge of equipment used in adventure tourism and trekking toward the majestic and holly "Beas Kund"
- Attended 23 days educational tour of Goa & Rajasthan tourism
- Certified trainer by Google Basic for teaching.

Projects

- Status of Home Stay Scheme launched by HPTDC in Shimla District
- Case study on 'the Economic Impacts of Tourism in Manali' in 2010
- Case study on Destination Branding of Shimla
- Conducted a survey on 'Cuisines of Rajasthan'

SKILLS

- Excellent written and oral communication skills
- Good Knowledge of MS Excel, MS Power Point, MS Word
- Good Presentation Skills
- Good Analytical Skills

LANGUAGE PROFICIENT IN

- English- Full Professional Proficiency
- Hindi- Full Professional Proficiency

Awards/Achievements/ Extra Curricular Activities

- Part of the organizing committee of “Winter Carnival 2010, Manali”
- State Level player and Gold Medalist in Karate (Go Ju Ryu Style)
- Participated in the Curriculum designing for tourism at school level
- Active participation in debates, declamations and essay writing
- Was Head Girl in school and committee member in college events
- Volunteer for blood donation camps for thalassemia patients
- Writing blogs..ranisangeeta.wordpress.com
- Uploaded presentations on Slideshare.net
- Other interests: Music, Travelling, Meditation, Fitness, Writing and Reading