



PRAMATH DUTTA

📍 **Address:** JATESWAR _ FALAKATA, ALIPURDUAR, 735216, WEST BENGAL, India
✉ **Email address:** dutta.grasso@gmail.com ☎ **Phone number:** (+91) 9734046132
🌐 **Website:** <https://www.flyara.in/> 💬 **Whatsapp Messenger:** +919734046132
Gender: Male **Date of birth:** 26/07/1986 **Nationality:** Indian

ABOUT ME

I am a professional Travel agent with ten years of experience in travel agency. Customer service-oriented **Dutta e Ticket counter** with 10 years of career experience in Travel and Tourism industries.

WORK EXPERIENCE

[01/01/2013 – Current] **Ticket reservation agent**

Dutta e ticket Counter

City: falakata

Country: India

Main activities and responsibilities:

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Directing customers to merchandise within the store.
- Increasing in store sales.
- Superior product knowledge.
- Maintaining an orderly appearance throughout the sales floor.
- Introducing promotions and opportunities to customers.
- Cross-selling products to increase purchase amounts.

EDUCATION AND TRAINING

10th

All India council Education

LANGUAGE SKILLS

Mother tongue(s): Hindi

Other language(s):

English

LISTENING A2 **READING** A2 **WRITING** C2

SPOKEN PRODUCTION A1 **SPOKEN INTERACTION** A1



DIGITAL SKILLS

My Digital Skills

COMPUTER BASIC | money, banking and finance | DATA ENTRY | Travel agent

DRIVING LICENCE

Motorbikes: AM

Motorbikes: A1

Motorbikes: A2

Motorbikes: A

Cars: B1

Cars: B

MANAGEMENT AND LEADERSHIP SKILLS

Management Skills

My Management Skills

- Communication
- Leadership
- Problem solving
- Time management My Leadership Skills
- Communication
- Delegation
- Teamwork
- Adaptability
- Creative
- Problem-Solving
- Trustworthiness

ORGANISATIONAL SKILLS

Organisational skills

I can finish work before a deadline and turn it in on time. .I am experienced in leading teams by assigning tasks based on team member skill sets. .Strategic planner skilled in multitasking and prioritizing work tasks to better meet client needs.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Active listening means listening to others with the purpose of gathering information and engaging with the speaker. Active listeners avoid distracting behaviors while in conversation with others. This can mean putting away or closing laptops or mobile devices while listening, and asking and answering questions when prompted. Dependability Dependable people can be relied on in any given situation. This can include anything from being punctual to keeping promises. Employers highly value dependable workers and trust them with important tasks and duties..



I hereby declare that all the information provided above is true to the best of my knowledge. I hereby declare that the information furnished above is true to the best of my knowledge. I take full liability for the correctness of the information

West Bengal, India, 15/07/2022

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