



# ARAKSYA KATVALYAN

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## EDUCATION

### Secondary general education

2009 - 2020 | Gymnasium in Russia

### Russian-Armenian University (RAU)

2020 - 2024 | Bachelor of Tourism (Red Diploma)

2024 - 2026 | Master of Management

## SKILLS

- MC Word/Excel/PP
- Canva
- Languages (Armenian, Russian, English)
- Driving licence since 2020 (B, AM categories)

I consider myself as an attentive, hardworking and responsible person. Ready to perform my duties on time and accurately.

Doing any job in a very detailed manner and follow through to completion.

## EXPERIENCE

- 2019 **Sales Consultant** at «Cantata» in Russia (December 2019 - February 2021).
  - Personal consulting on the assortment;
  - Acceptance and exposition of goods, work with cash register;
  - Making gift sets;
  - Preparation of specialty drinks;
  - Maintaining order at the workplace.
- 2021 **Had an internship** in November - December 2021 at the «Ramada Hotel & Suites by Wyndham Yerevan». In the process, I learned how to collect and process information at the reception. Know how to provide high services to guests.
- 2022 **Incoming Tour Manager** at the «Happy Holidays LLC Armenia» agency (March 2022 - December 2023).
  - Calculation and creation of tour packages;
  - Organization of MICE and business tours for big groups;
  - Research of potential partners and online meetings with them;
  - Making hotel/transfer/restaurants/guide/tours/etc bookings;
  - Online and offline consultation on tour selection for tourists;