



ACME Voyages - Internship Programme

1. Introduction

At ACME Voyages, we believe in nurturing future talent by providing structured internship opportunities. Our internship programme is designed to give students and young professionals exposure to the travel, tourism, and hospitality industry in India.

2. Eligibility

- Undergraduate / Postgraduate students in Tourism, Hospitality, Management, Marketing, or related fields.
 - Fresh graduates seeking hands-on experience.
 - Minimum age: 18 years.
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3. Duration & Structure

- Internship periods: **1 month, 3 months, or 6 months.**
 - Location: Delhi Head Office and regional offices.
 - Working Hours: As per ACME standard office timings (10:30 am - 6:00 pm, Monday to Friday).
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4. Departments Offering Internships

- **Operations & Logistics** - Handling travel arrangements, bookings, and vendor coordination.
- **Sales & Marketing** - Client communication, preparing proposals, digital marketing.
- **Tour Management** - Supporting guides, preparing itineraries, customer service.
- **Sustainability & CSR** - Supporting eco-tourism projects, research, and reporting.



- **Finance & Administration** – Billing, reporting, and HR support.
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5. Stipend & Benefits

- Stipend varies depending on duration & performance. (Unpaid for short internships, stipend for 3-6 month programmes).
 - Internship certificate upon successful completion.
 - Opportunity to be considered for **full-time roles** at ACME Voyages.
 - Exposure to **international clients and projects**.
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6. Learning Outcomes

Interns will gain:

- Understanding of the travel & tourism industry.
 - Skills in customer handling, operations, and cultural awareness.
 - Knowledge of sustainability practices in tourism.
 - Teamwork, communication, and problem-solving skills.
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7. Application Process

1. Submit CV + Cover Letter to acme@acmetours.com.
 2. Shortlisted candidates will be called for a brief interview.
 3. Selected candidates will receive an **Internship Offer Letter**.
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8. Internship Agreement

Interns will be required to sign an **Internship Agreement**, outlining:

- Confidentiality of client data.
- Professional code of conduct.



- Attendance requirements.
 - Use of company resources.
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9. Internship Job Description

Position: Tourism Operations Intern

Reports To: Operations executive

Key Responsibilities:

- Assist with itinerary planning.
 - Coordinate with hotels, guides, and transport vendors.
 - Support in preparing client travel documents.
 - Research and update travel destination content.
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10. Feedback & Completion

- Interns must submit a **weekly progress report**.
- HR & Department Head will conduct a **final evaluation meeting**.
- Certificate + feedback letter will be issued.