**RESUME**

**CAREER OBJECTIVE**

Continue to develop the potentials in the professional career and to grow to a senior level of responsibility where I can make a significant contribution to the success of the organization. Will work in an environment ensuring teamwork and accept challenges of growth opportunities.

**EXPERTISE SUMMARY**

* To be an asset to the organization I serve**.**
* A quick learner with ‘**Can do**’ attitude

**WORK EXPERIENCE**

**Alireza Travel & Tours** , Saudi Arabia (July 2014 - July 2015)

**Travel Consultant**

* Use promotional techniques and prepare promotional materials to sell itinerary tour packages
* Reservations, Fare Constructions, Upgrades, Reissues, Refunds. Etc,
* Create and update electronic records of clients
* Maintain relationships with key persons
* Diagnose the clients’ specifications and wishes and suggest suitable travel packages or services
* Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation etc.
* Assisted with international travel issues including passports, visas and currency

**Soorya Holidays**, India (March 2010- Feb 2014)

**Tour Consultant**

* Booking of Air ticket Car and Hotel. Assisted with international travel issues including passports, visas and currency.
* Deal with occurring travel problems, complaints or refunds.
* Use promotional techniques and prepare promotional materials to sell itinerary tour packages
* Selling holidays and insurance

**New allied tours & travels**, India (May 2009-February 2010)

**Tour Consultant**

* Supported clients via phone and email. Booking of Air ticket, Car and Hotel.
* Assisted with international travel issues including passports, visas and currency.
* **Networking** with tour operators.

**Atlas Ocean Ltd**, Saudi Arabia (February 2007-January 2009)

**Documentation supervisor**

* Direct import & export sales (Air/ Sea).
* Freight costing for sea shipment (FCL, LCL, Transshipment, Break bulk).
* Correspondence with agents all over the world.
* Prepare the invoice /Bills to consignees.
* Coordinate with import & export documentation.
* To supervise & arrange to maintain records/Files per shipment wise for ready references.

**Cochin international Airport**, India (January 2006-September 2006)

**Airport executive**

* Check in and Boarding.
* Welcome to each passenger with a smile and cheerfully greeted at check in.
* Adhere about practices with regards to safety and security, Such as baggage reconciliation document acceptance etc.
* Upon completion of the check in process passenger are briefed about seat number, number of baggage checked in and reporting time at the boarding gate.
* All efforts are made to meet the requests of passenger within reasonable limits.

**Indo Foreign Travel Links**, India (April 2004-September 2004)

**Travel Consultant**

* Assisted with international travel issues including passports, visas.
* Collect payment for transportation and accommodations from customer.
* Keeping clients up to date with any changes.

**EDUCATION INFO**

Bachelor of Arts in **English** Literature

Diploma In **Electronics and Telecommunication Engineering**

**IATA- UFTAA** Consultant Diploma

Diploma in **Airline Ticketing and Travel Management**

**IATA -UFTAA** Foundation Diploma

**Airport Handling** & Traffic Assistant

Aptech Certified **E-commerce** professional

**Computer Proficiency**

* Ticketing (**Galileo, Amadeus, Sabre )**
* Extensive knowledge of Internet Technology
* Software like Event programming withVisual Basic, Java, Visual Interdev, ASP
* Networking with Windows NT and Windows 2000 Professional

**PERSONAL INFO**

Date of Birth : 05-05-1980

Nationality : Indian

Status : Single

Sex : Male

LanguagesKnown : English, Hindi, Malayalam



**Gulfjobseeker.com CV No:** **1513332**