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**Curriculum-Vitae (Resume)**

Birthday: 27 July 1988

**Academics:**

**Bachelors in B.S.C (Running): khwopa college,**

**Intermediate in Science (2007): Lalitpur college,**

**School Leaving Certificate (2005):**

**Budget Travels and Tours p.tld–**

**2013 -1jul2015: Ticketing and Reservation Officer**

Responsibility:

Monitor passengers' travel request, and ensure that tickets are issued promptly and accurately.

Make reservations, bookings and advise customers on reservation status on or before flight departure.

Prepare tickets sales report on a weekly/monthly basis.

Ensure that seats are not duplicated by coordinating all outlets.

Manage a dedicated team of customer care representatives in the delivery of their daily responsibilities.

Ensure strict adherence to laid down business policies and procedures

Knowledge of the aviation and airlines

**Technical Skills**

* All Microsoft Office components, Photoshop
* Galileo, Abacas