**Personal Details**

Marital Status: Married

Languages Known: English, Hindi & Urdu

Hobbies: Reading Books, Surfing, Socializing, Visiting new places

**Career Objectives**

Seeking a challenging position in an organization that utilizes my skills for organization and individual growth

**Profile Summary**

* An enthusiastic fresher, highly motivated
* Eager to learn new technologies and methodologies

**Professional Experience**

Pacific Travel Agency

Travel Agent (Inbound)

Tenure- May 2013 -June2015

***Job Responsibilities:***

* **Monitor all corporate bookings, receive and action all reservations received from corporate and walk in Passengers.**
* **Pre & Post Flight checks (Queues) / Seat / Meal Request Handling of Ticketing request as validation / revalidation / re-issue / refund received from corporate & walk in passengers.**
* **Handling customer queries and coordinate with all the leading Airlines.**
* **International Air Ticketing using GDS Amadeus, Sabre & Galileo**
* **Online ticketing (Air India Express, Air Arabia, other budget airlines)**
* **Corporate Sales**
* **Meet monthly & yearly sales target**
* **Holiday Flyers - preparation and distribution to clientele**
* **Ensure the client queries arising are sorted out immediately**

Trade LLC

Back Office Administrative (Inbound)

Tenure- February 2012- March 2013

***Job Responsibilities:***

* **Receiving incoming inquiries from customers.**
* **Completion of forms and data entry**
* **Ensuring highest level of Customer Service while promoting the company**
* **Reporting to the management**

**Personality Traits**

* Ability to meet deadlines
* Strong motivational and leadership skills
* Ability to produce best results in pressurized situation
* Excellent communication skills in written and verbal both
* Ability to work as individual as well as in group

Modern High School

Teaching Nursery to V Standard Classes (English, Mathematics & Hindi) Tenure- February 2010- March 2012

Responsible for teaching engaging, rigorous and relevant lessons that will give students a comprehensive education. Also heavily involved with the school governors in maintaining a safe, stimulating, and nurturing learning environment for all.

***Job Responsibilities:***

* **Assessing, recording and reporting on the work of pupils.**
* **Preparing pupils for examinations.**
* **Getting involved teacher meetings related to school planning and raising pupil achievement levels.**
* **Encouraging the development of academic and social-emotional skills.**
* **Monitoring a pupil’s academic progress and attendance.**
* **Putting together consistent and clear classroom expectations for students to follow.**
* **Developing and implementing creative educational learning plans.**
* **Communicating with LEAs and parents on a regular basis.**
* **Setting and enforcing deadlines for student work.**
* **Highlighting any concerns about a pupils performance and progress.**
* **Organising out of school extracurricular activities for pupils.**
* **Organising staff meetings and professional development sessions.**
* **Administer consistent, appropriate interventions for student misbehaviour.**

**Personality Traits**

* Ability to meet deadlines
* Strong motivational and leadership skills
* Ability to produce best results in pressurized situation
* Excellent communication skills in written and verbal both
* Ability to work as individual as well as in group

**Key Working Skills**

\* Work on Microsoft Office Suite \* Composing mails

\* Punctuality and Time Keeping \* Ability to prioritize

\* Ability to follow directions carefully \* Learning agility

I am a self-motivated and disciplined fast learner, possessing fine writing skills. I am well-organized, accurate and detail oriented, with a strong ability to communicate effectively and good interpersonal skills. I can perform effectively within a highly pressurized environment. I have the ability to carry out responsibilities independently or in a team to achieve targets. As a keen learner, I am committed to constantly develop myself professionally, grow with the organization, adopt new procedures and impart knowledge equally.

**Education**

Bachelor in Business Administration Major in Management

* Osmania University, Hyderabad
* Certification in Air Ticketing from PACIFIC INSTITUTE OF

INTERNATIONAL AIR TICKETING AND TRAVEL MANAGEMENT

* Hyderabad, India

**First Name of Application CV No:** **1655820**

Whatsapp Mobile: +971504753686

