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| [Type Your Name] |
| Dubai, United Arab Emirates |
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**Key Skills:**

* Verbal communication
* Numerical ability
* Good interpersonal skills

**Professional Experience:**

**Akbar Travels of India Pvt Ltd, Gujarat Feb’14 –Feb’16**

Counter Executive

**Responsibilities:**

* Converse with customer to determine requirements related to destination, mode of transportation, travel dates, financial considerations and accommodation
* Calculate cost of travel and hotels using computer, carrier tariff books, hotel rate books and package tour products
* Make transportation and hotel reservations via computer terminal or telephone
* Collecting and processing payments
* Advising clients on travel documents, for e.g. passport and visa requirements
* Sending out tickets to clients
* Keeping clients up to date with any changes

**Key achievements:**

* Consistently achieved sale targets for retail customers (walk-ins)
* Increased profits from corporate queries by upselling
* Increased profits by providing full support in selling of ancillary items, i.e. visas , holidays and other items.

**Education & Qualifications:**

* HSC - Zenith High School, Vadodara
* Diploma - IATA with Distinction from Bird Academy, Vadodara

**Scholastic Achievements:**

* Trophy for highest marks, Persian subject during SSC exam
* Distinction in NIIT course

**Certifications:**

* Distinction in NIIT course
* Distinction & Gold star in IATA exam

**Personal Details:**

* Date of Birth: 12.05.1994
* Languages Known: English, Hindi and Gujarati
* Current Status: On Visit Visa until 22.04.16 (extendable)

**First Name of Application CV No:** **1667286**

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