**MEERA JAYARAM**

**CAREER OBJECTIVE**



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| To achieve proficiency by working in a challenging and stimulating environment which requires human intellect and creativity, by welcoming challenges for a successful career growth and demonstrate high self-value in my professional career.**SKILLS** |
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* Professional with 2 years UAE Experience & 7 years experience in India Airline GSA & IATA travel Agency.
* A high-energy enthusiastic & dependable individual. Assertive, self-motivated, goal oriented,

 team player, organized & efficient.

* Highly motivated to expand knowledge and skills. Skilled at encouraging others and developing

 support at very quickly.

* Professionalism, sincerity and dedication to work.

**WORK EXPERIENCE**

* **March 2014 to March 2016 : Travel Consultant – Abu Dhabi & Dubai, United Arab Emirates.**

*My Job Profile includes*:

* Handling Reservation & Ticketing queries for Walk-in, Corporates etc.
* Deals with Hotel bookings, packages, Travel Insurance, UAE visit visas etc.
* Familiar in Refunds/Reissue/Revalidation/EMD issuance etc.
* Worked as dedicated staff for Aegean Airlines, GSA – Al Rais Travels, Abu Dhabi.
* Handled Indigo Airlines, Kenya Airways & Cebu Pacific dedicated counters, GSA – Al Rais Travels.
* Well versed in handling Altea (used by Kenya Airways & Aegean Airlines) &

Sky speed (used by Indigo & Cebu Pacific.).

* Knowledge to handle accounting system E-Travel.
* **June 2011 to February 2014: Senior Sales Officer – Oman Air, Kochi (GSA – Bird Travels Pvt Ltd.)**

*My Job Profile includes*:

* Visit to Travel Agents/ Corporate Clients.
* Follow up of the Group travel to Europe/ Holyland/ Umrah/Hajj/GCC etc.
* Preparing of Daily Sales Reports.
* Monthly Reports on Time Bound Basis.
* Airline Reports – Performance Reports, Revenue Reports etc.
* Preparing Product Presentation for Oman Air.
* Updation on Oman Air products to the Corporate Clients/ Agents.
* Dealing with Frequent Flyer Enrolments of Oman Air.
* Dealing with Oman Air Holidays.
* Fare Filing on Time to Time basis using SITA fare filing system used by WY.
* Periodical review of Sales of Top 10 Agents.
* Preparing Flyers for Oman Air.
* Organizing various Events for Oman Air.
* **April 2007 to September 2010: Speedwings Travel & Cargo Pvt Ltd, Kochi.**
* Joined Speedwings Travel & Cargo Pvt. Ltd. as a Trainee in Ticketing & Reservation section in April 2007 for six month-training.
* On successful completion of training, confirmed as **Reservation Staff in Domestic Ticketing Section**.
* Within a Span of three months promoted as **Senior Reservation Staff in International Ticketing** with additional responsibilities of Visa Handling for UK & Far East Passengers.
* Later Promoted as **Supervisor – Key Accounts.**

*My Job Profile includes*:

* Handling Direct Clients.
* Preparing Itineraries for passengers to all International sectors.
* Providing CRS (Computer Reservation System) Training for the newly joined & students of Speedwings Aviation Academy.
* Deals with Corporate Clients & Government departments.

**EDUCATIONAL QUALIFICATIONS**

**ACADEMIC**

* Pursuing MBA in HR Management under ICFAI University, Tripura, India.
* Passed BA in English Language and Literature from Mahatma Gandhi University in the year 2010 from St. Thomas College, Cochin, India.
* Passed Higher Secondary Education in Science Group in the year 2005-06 from Our Lady of Mercy School, Aroor, Kerala, India.
* Passed High School (10th grade) under ICSE syllabus in the year 2004 from Our Lady of Mercy School, Aroor, Kerala, India.

**PROFESSIONAL**

* Completed IATA/UFTAA LEVEL-1 Foundation Course.
* Familiar in handling **SITA** Fare filing system (used by Oman Air ) Galileo, Abacus, Sky speed, Altea, Amadeus, Sabre & Travel Agency Accounting system E – Travel.
* **CERTIFICATIONS & TRAININGS**
* Certificate of Distinction in **Abacus Ticketing functionalities** from Abacus, India

(23rd Oct’07 – 24th Oct’07).

* Completed **MS Office & Internet** from Oscar Cultural Institute, Dubai, United Arab Emirates with a grade of Excellent (27th Feb’11 -26th Mar’11).
* Certificate of Achievement in **Sabre Essentials** from Emirates Aviation College, Dubai, United Arab Emirates (14th Apr’14).
* Certificate of Achievement in **Sabre Pricing & Ticketing** from Emirates Aviation College, Dubai, United Arab Emirates (25th Jun’14).
* Attended Training **Altea Reservation & Ticketing** conducted by Kenya Airways, Dubai, United Arab Emirates (27th Jan’15).
* Undergone Training for **Practicing Assertive Behavior** from Emirates Aviation College, Dubai, United Arab Emirates (11th Feb’16).
* MS OFFICE (WORD, EXCEL, POWER POINT)

**COMPUTER PROFICIENCY**

* PHOTOSHOP
* INTERNET
* EMAIL
* TYPING 40 wpm.

**ACHIEVEMENTS**

* Participated in National ICSE/ISC Meet 2003-04 conducted in Lucknow, UP and won second place in Long Jump& third place in 4x100m relay for Kerala.
* Won First place for Long Jump in ICSE/ISC State Level.
* Won Third place with Grade A in Group Folk Dance, Alleppey Revenue District School Youth Festival.

**PERSONAL DETAILS**

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| AGE/DTE OF BIRTH : 28years (01/06/1988) |
| NATIONALITY : Indian |
| SEX : Female |
| MARITAL STATUS : Single |
| LANGUAGES KNOWN : English, Hindi, Malayalam, and Tamil |
| AREAS OF INTERESTS : Airlines/ Airport / Travel Agency.  |
| STRENGTH : Ability and keen interest to learn more. |
| HOBBIES : Listening to music, painting, dancing etc. |

**Job Seeker First Name / CV No: 1800732**

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