**RYAN**

E-mail: [**RYAN.337835@2freemail.com**](mailto:RYAN.337835@2freemail.com)

**OBJECTIVE** To be in a responsible, contributing position in a growth oriented organization, wherein I am in a position to fully utilize my organizational and managerial skills along with taking sufficient authority and responsibility.

**AREAS OF INTEREST** Administration

**WORK EXPERIENCE**

***Sales Promoter*** ***Arab Business Machine***

***(Authorised Apple Distributor)***

***(Dec ’15 – Present)***

* Inventory Control and Management
* Achieving Sales Target
* Providing Product knowledge to customers
* Fulfilling Customer Satisfaction

***Sales Officer*** ***Da mas Jewellers Pvt Ltd.***

***(June ‘12 – July ‘15)***

* Preparation of day-to-day reports.
* Inventory Control.
* Achieving Sales Targets.
* Assessing the wants of the customers and satisfying the same.

***Tour Executive*** ***Travelogics Private Ltd.***

* Preparation of customized tour packages to suit requirements of the client.
* Ensuring that the client attains maximum satisfaction in terms of both service and product.
* Checking on client satisfaction and receiving feedback.
* Conducts cold calling, targeting hotels and resorts and promoting special tour packages to suit the requirements of the specific market.

|  |  |
| --- | --- |
| ***Invigilator*** | *IELTS* |
|  | June 2009 - September 2009 |
| ***Operations Executive*** | *Louis Cruises* |
|  | October 2009 – April 2010 |

* Preparing and Updating Passenger Manifests for over 2000 people on all cruise days.
* Assisting and guiding passengers from entry into the port till entry into the ship and vice versa on return back to the dock.
* Following up with issues related to passports and other travel documents.

**EDUCATIONAL QUALIFICATIONS**

* Bachelor of Business Management (2008), M.G University-India, with an aggregate of 65%.
* 10th Grade- C.B.S.E (2003), The Choice School- India, with an Aggregate of 58%.
* 12th Grade – C.B.S.E (2005), The Choice School- India, with an Aggregate of 63%.
* FIATA Introductory Course (2009), School of Airlines and Travel Management-India.
* (DGR) DANGEROUS GOODS REGULATIONS (2009), School of Airlines and Travel Management-India.

**EDUCATIONAL PROJECTS**

* Conducted a detailed survey on the organizational behavior of ***The Casino Group Hotel*** as part of my final year project at the Chinmaya Vidyapeet, India. This is now used as a reference material at the college library.
* Project on the various airports and airlines in India, their infrastructure and functioning during the FIATA introductory course.

**SOFT SKILLS**

* Proactive and a Good Team Player
* Efficient in handling tasks and additional responsibilities even under pressure.
* Excellent Communication & negotiation Skills
* Perseverance, Reliability & Sincerity.
* Determination and will to succeed.
* Goal oriented.

**COMPUTER SKILLS & KNOWLEDGE**

* Proficient in MS Office Suite

**LANGUAGES KNOWN**

* English – Excellent (Verbal & Written)
* Hindi – Verbal
* Malayalam - Verbal