VIJEESH



E-mail : [vijeesh.342015@2freemail.com](mailto:vijeesh.342015@2freemail.com) C/o-Phone : +971505891826

Work experience



Safari Online Services Kerala, India Oct 2015 — Dec 2016

Administration Officer

**Responsibilities included;**

Retrieve and input data utilizing a computer

Maintaining filing system

Schedule meetings and appointments

Marketing Functions

Receive invoices or bills from vendors, get them sanctioned and arrange for payments through Cheque or bank transfers.

Al Madar Travel& Tourism Shinas, Jul2014 — Aug 2015

Sultanate of Oman

Reservation And Administration Officer

**Responsibilities included;**

Airline Ticketing

Customer Service Relationship

Inbound & Outbound Tour Conducting

Various Financial Functions

Al-Hijaz Tours & Travels Kerala , India Feb 2009 — Apr 2014

Senior Reservation Officer

Airline Ticketing,

Train & Bus Booking

Customer Service Relationship

Inbound & Outbound Tour Conducting

Online Marketing

Qualifications



IATA –UFTAA Foundation International Air Transport Association (Montreal, Canada)

1

**Computer Knowledge:**

Microsoft Office

Photoshop

Sabre

Galileo

Language Knowledge

English , Hindi, Malayalam ,Tamil

Education



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| --- | --- |
| BA History | — Feb 2013 |
| Shobhit University |  |
| Higher Secondary Education | Jun 2004 — Mar 2006 |
| Higher Secondary Board (Kerala |  |

Interests



Instructional Services



Administration and Secretarial



Public Relations and Marketing



Airline Ticketing ( Sabre )



References



References available upon request.

VIJEESH KARUTHODI 2