**MR SURAJ**

Email:                      suraj.343759@2freemail.com
Job Profile:            Leisure Travel Consultant

**OBJECTIVE**

To contribute to the growing tourism industry in UAE; build a strong career in tourism related services & offer my expertise to gain extraordinary results.

**STRENGTHS**

* Goal-driven and passionate about work
* Proficiency in Microsoft Word, Excel, Outlook ,PowerPoint & other CRS platforms
* Great interpersonal and communication skills
* Ability to manage travel plans and organize tasks effectively
* Highly commendable administrative and managerial skills
* Meticulous with details
* Outstanding problem-solving abilities
* Receptiveness to new ideas and other people’s insights

**WORK EXPERIENCES**

**Ajuba Solutions (India) Pvt, Ltd (2006-2009)**

**Job Profile - Account Executive**

RESPONSIBILITIES

* Handling inbound calls from US customers from & solving their health insurance relatedqueries

**Indjapink tours & Travels, India (2009 – 2014)**

**Tour Operations Manager**

RESPONSIBILITIES

* Assist individuals and groups in planning, organizing, and booking travel through emails, chat & phone calls.
* Analyze customers’ travel needs & design most appropriate itineraries.
* Generate detailed cost sheets & conduct cost analysis to provide best competitive price.
* Coordinate with tour operators and travel agencies regarding tour package choices; bargains with them to get the most affordable rates.
* Keeping track of the customers while on travel and provides assistance as the need arises

**Trail Blazer tours Private Limited, India (2014 – 2016)**

**Assistant manager Tour Operations, MICE & Sales**

 (German Market – Ikarus Reisen, Lotus Travel service GmbH, Terra Nova, French & Spanish market)

RESPONSIBILITIES

* Work closely with Foreign Tour Operators & provide appropriate itineraries, pricing for FIT’s & GIT’s as per customer’s needs.
* Negotiate rates with hotels and service providers to secure best deals for foreign tour operators
* Fetch tourists at the airport and ensured that they are comfortably settled in their hotels or resorts
* Provide information about each tourist attraction visited highlighting its cultural and historical essence
* Invoicing & business report generation to access profitability on every file.
* Conduct travel cost analysis and provided price estimates to customers
* Handle emergency and such other situations

**Wild Frontiers Travel Private Limited (June 2016 – Jan 2017)**

**Manager Tour Operations & Sales,**

 (UK Market)

RESPONSIBILITIES

* Work closely with UK office & handling queries.
* Cost generation and proposal preparation
* Tour operations
* Booking hotels and rate negotiations
* Experience in Facile & Ripple (The complete Tour Operator's software solution is exclusively developed for Inbound Tour Operations right from Tour Enquiry to Billing including Quotations, Itineraries, Reservation-Requests, Vouchers, Tour Profitability, Accounts, daily, weekly, monthly and annual reports with integrated email facilities

EDUCATION

Class Year School/College Board/University

 X 2000 Manipur Baptist School, Manipur, India

 XII 2002 C.C Higher Secondary School, Imphal , Manipur , India

Bachelor of Computer Applications 2006 Md. SATHAK COLLEGE, Chennai-119 , India Madras

 University

PERSONAL INFORMATION

Civil Status: Single

Nationality: Indian

Date of Birth: March 01, 1984

**Dubai visa status – Visit visa**