** Curriculum Vitae**

 **ABIN**

**ABIN.348564@2freemail.com**

**Career Statement:** A person with higher skill set to design and manage strategies and routine administrational functions within the Travel and Tourism Industry. Intent to be part of an organization which provides professional environment and abundant opportunities to perform, grow and to acquire more skills and experience that will be worthwhile for my professional advancement.

**EMPLOYMENT**

**Marvel Tours-Cochin: India 05-12-2006 TO 09-10-2007**

 **Airport Executive**

* Meet and greet the clients upon arrival at airport
* Travel escort for VIP groups and Travel Agents
* Coordination of Transport Movements
* Hotel reservations for direct enquiries
* Preparation of Itineraries
* Resolving clients queries and complaints effectively

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|  **Front Office Executive: The Kallat Hotel,Kalpetta, Wayanad, Kerala-01-10-13 to 12-1-2015*** Meet and Greet Clients upon arrival at Hotel
* Preparation of Itineraries
* Allocation of rooms
* Resolving clients queries and complaints effectively
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**FRONT OFFICE EXECUTIVE:-HOTEL MINTFLOWER,SULTHAN BATHERY-WAYANAD,KERALA-From 09/02/2015to06/02/2017**

* Meet and Greet Clients upon arrival at Hotel
* Preparation of Itineraries
* Allocation of rooms
* Resolving clients queries and complaints effectively
* Reconfirmation of Bookings
* Answering client’s enquiries by phone or mail

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**EDUCATIONAL QUALIFICATION**

* Master of Business Administration **(MBA)** in ***Travel Tourism and Hospitality Management*** from **University of Wales** (Kensington College of Business, London) 2010-2011(MAY)
* Bachelor Degree in ***Travel Tourism and Hospitality Management***-**University of Calicut** (2004)
* FIATA-DGR(Dangerous Goods Regulations-Diploma in AIR Cargo Management-2005)
* IELTS-OVER ALL SCORE 6.5

**COMPUTER SKILLS**

* **Post Graduate Diploma in Computer application (PGDCA)**
* **Computer Reservations System**
* Airlines Reservations, Fares and Ticketing
* Car Hire Reservations
* Hotel Reservations

 **PERSONAL**

Age: 33

Nationality: Indian

Area of Interest: TOUR OPERATION, WARE HOUSE OPERATION,HOTEL FRONT OFFICE OPERATION,TRANSPORT CO-ORDINATION