**Sabina**

**Sabina.352452@2freemail.com**

Career Objective

Looking to attain a position as a **Travel Consultant/Airline Reservation Agent** to help individuals, groups, and companies in selecting, and making complete arrangements for their traveling needs; contribute to sales growth and attain self-growth as well.

Academia

**DIPLOMA
IATA Foundation in Travel & Tourism (Dec 2016)**

**Top Performer Recognition in UAE**

* Book and sell travel products using Global Distribution Systems (GDS) **Sabre, Galileo & Amadeus**
* Organize travel from beginning to end, through booking tickets and accommodations, security rental transportation etc.
* Advising clients on travel arrangements, e.g. visas, passports, travel insurance etc.
* Sell rail travel, car rental, hotel accommodation, cruises and pre-packaged tour products
* IATA TIM (Travel Information Manual)

 **GRADUATE**

* BSC. IT (Bachelor of Science in Information Technology) from Sikkim Manipal University (SMU) - 2013 – GOA

Work Experiences

**Shan International LLC – Telesales Agent** (2015 Dubai, UAE)

* developing a good understanding of client companies, their industry, what they do and their work culture and environment;
* making cold calls to prospective clients;
* scheduled appointments for follow ups;
* maintained list of clients already called;
* maintained call logs and report details to supervisors;

Strengths & Skills

* Sound knowledge of **GDS Sabre, Galileo & Amadeus**
* Provide excellent customer service and build customer loyalty
* Ability to work efficiently under pressure
* Effective Communicator – Quick understanding of clients’ needs; capable of making recommendations accordingly.
* Excellent computational & computer skills (Microsoft Office)
* Organizing, Planning, and Prioritizing Work
* Encouraging and building mutual trust, respect, and cooperation among team members.

Personal Details

Date of Birth : 03-August-1992

Civil Status : Married

Nationality : Indian

Visa Status : Husband sponsorship

Languages : English, Hindi, Konkani, Tamil

I hereby declare that all the above furnished details are correct to the best of my knowledge.