

**OBJECTIVE:**

To do my job to the best of my ability with my knowledge, competence & hard work, hence proving to be an asset to the organization I work in.

**PERSONAL STRENGTHS:**

Communication & presentation skills, interacting with people, good listener, creative thinking, analytical ability & sincerity in my work

**EDUCATIONAL QUALIFICATION:**

 **Higher Secondary Passed in Year 2007-08**

**PROFESSIONAL PROFILE:**

**Professional Qualification:**

* Diploma in International Airline & Travel Management
* C.R.S. – Galileo, Amadeus & Sabre
* Diploma in Office Application And Designing Technology
* Computer hardware and Networking
* Basics in computer application

**WORK EXPERIENCE**.

 **ORIENT TRAVEL & TOURISM AGENCY LLC DUBAI (UAE)**

From May 2013 till date

**Travel Consultant**

* Ensure to confirm availability plus convey tentative itinerary to respective traveler for approval.
* Confirm reservations, distributes tickets along with confirmations to traveler.
* Research on optimal travel alternatives.
* Maintain and update profiles for corporate as well as customer travel.
* Maintain queues to assure approvals as attained as well as deadlines are met.
* Resolve organization travel related technical conflicts.
* Research and resolve all incorrect charges with respected to entire travel program.
* Review travel associated invoices as well as statements for accuracy plus codes for Accounts Payable.
* Ensure to compare invoices with genuine travel transactions to validate every charge.
* Identify most suitable as well as best quality service with reasonable possible rates.
* Verifying travel details and arrange reservations using existing flight schedules as well as Internet resources.

 **SHREE SATI TRAVELS PVT.LTD (IATA)**

From November 2010 to February 2013 (Worked for an Implant) Bank of Baroda

**Travel Consultant**

* Communicating with the customers for their basic information
* Handling corporate client.
* Issuing & Reissuance of tickets
* **TIRUPATI TRAVEL NETWORK (IATA)**

From October 2009 to November 2010

**Travel Consultant**

 Communicating with the customers for their basic information  Handling walk in and corporate clients

 Issuing of tickets

 Handling sub-agents

* **ASMI TRAVELS**

From November 2008 to October 2009

**Travel Consultant**

* Communicating with the customers for their basic information
* Handling walk in and corporate clients
* Issuing of tickets
* Handling sub-agents

 **SHREE SATI TRAVELS PVT.LTD (IATA)**

From June 2007 to October 2008

**Travel Consultant**

* Communicating with the customers for their basic information
* Handling walk in and corporate client.
* Issuing tickets
* Handling sub agents
* Preparing daily reports