**MANSOOR**

**MANSOOR.366681@2freemail.com**

**Carrier Objectives:**

A position in which my education and experience can lead to increased personal and professional growth in a challenging corporate environment .Making a career in Aviation, Hospitality and Travel Industry and excelling wherever I go.

**Education Qualification:**

**.** Completed BA (Economics) in 1993-94 from Calicut University. Kerala, India

**.** Pre-Degree Certificate from Calicut University, Kerala, India in 1990.

 Secondary school Certificate from Kerala, India in 1988-89.

**Additional Qualification:**

**.** Type Writing (English Higher Grade) in 1997.

**.** IATA (Standard Course) in 1998.

**.** MS office Course in 2000.

**Work Experience:**

**AL Faisal Travel Tourism & Cargo Agency LLC, Sharjah (UA E)**

**Senior Corporate Travel Consultant (January 2008 onwards)**

 Assist in arranging and booking all aspects of business travel for corporate clients,

 Airline Reservation, Hotel Reservations, Travel Insurance and Transfer etc.

 Providing excellent customer Service.

 Preparing customized itineraries to suits the client’s preferences and Budget.

 Suggested client regarding routes, cheap fares and reservations.

 Assured that client was fully aware of all rules and restrictions applied to

 Modifying existing bookings as per client request.

 Acknowledge emails responded promptly to respective clients.

 Preparing Local Purchase Order.

 Prepared systematic travel plan for travelers through chosen vendors.

 Knowledge of GDS like- Sabre, Galileo, Amadeus and all budgeted Airlines

 Group Booking Handling.

 Ensure compliance with company’s procedure for documentation, ticketing, EMD,

 Voids and refunds.

**Personal Details:**

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|  |  |  |
|  | Nationality | : Indian |
|  | Place of Issue | : Dubai |
|  | Language known | : English, Hindi & Malayalam |
|  | Marital Status | : Married |
|  | License | : Light Vehicle (valid up to 2026) |
|  | Visa Status | : Employment |

I hereby declare that all above information is true to the best of my knowledge & belief.

Place: Date: