*CV – PRAVEED*



**PRAVEED**



**Email :** **praveed.374602@2freemail.com**



**Career Objective:**

Travel & Tourism professional with demonstrated strengths in Contracting, Data Entry & Product management, XML integration, Direct connectivity, B2B Reservations.



**EDUCATION**

**BSc Mathematics**

University of Calicut , Kerala, India.

**Diploma - Export Management**

Indian Institute of Management. Bangalore, India.



**CERTIFICATIONS**

CRS – Training in Computerized Reservation System

Galileo / Abacus

**PROFESSIONAL****EXPERIENCE**

**Company** **: Alpha Tours LLC.**

**Dubai, UAE**

**Designation** **: Contracting & Quality Control**

**Product Department**

**Period** **: February 2103 –Present**

**Key Responsibilities**

* Implement and develop the quality control policies, standards and procedures in the Product Department were 500+ direct hotel contracts are maintained
* Responsible for all level of Quality control in the Product Department
* Ensure the quality and accuracy of the products – Accommodation, Excursions Transfers loaded in the online system
* To check and verify the loading of all the accommodation contracts before going live
* Full supervision of the data loading and leading the team.

Guidance to the team in respect of the product loading in the online system

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**STRENGTHS**



Contracting

Product Loading & Management

Reservations

Back office booking management

XML integration

Direct connectivity

Online systems like DOTW, GTA,

Tourico , Kuoni, Travco UK, Hotelbeds, Jaconline, Versys, Juniper

Outgoing personality with a strong inclination to interact with people from diverse background

Curious & inventive nature, lateral thinking & problem solving ability

Good communication, Human Relations, Marketing and presentation skills



**TRAININGS**

Customer Service & Retainment

Motivation

People Management

Organizational & Personal Development

* Ensure that all the major elements of the contracts are in order and ready to offer online
* Make sure that all the contracts , promotions etc. are updated as per in the given time frame
* Cross checking the Terms & Conditions in the contract which includes, facilities , rates, rooms, occupancy, market validity, allotment, promotions etc. are in order before loading
* Ensure the contract and credit facility is renewed before the expiry and to maintain a database for the same
* Close working with Dir. Of Contracting, Contracting manager for all matters related to contracting, product loading
* Direct dealing with the suppliers
* To build and maintain relations with Hotel suppliers
* Bench Marking. Rate comparison
* Analyzing the products with other competitors in order to ensure our best position in the market

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**PERSONAL**



Date of Birth : 30.05.1972

Nationality : Indian

Gender : Male

Marital Status: Married



**Languages****Known**

English,

Hindi,

Malayalam,

Tamil,

Kannada

**Company** **: Belhasa Travel & Tourism LLC.**

**Dubai, UAE**

**Designation** **: Supervisor Reservation &**

**Contracting**

**Period** **: April 2012- Nov 2012**

**Key Responsibilities**

* Full in charge of FIT contracting & reservations –online system
* Personally involved in the implementation of new online system successfully, in which 8 major B2B sites are XML integrated
* Direct involvement in dealing with wholesale suppliers for the XML connectivity
* To check and verify uploaded direct contracts, data loading and allotment control. Managed to get and upload more than 200 direct contracted hotels.
* Updating rates, promotions, offers to online system
* Rate comparison
* Uploading and maintaining FIT packages, round trips, tailor made itinerary, city combination packages
* Direct dealing with product suppliers – hotels / tour / transfer
* Experienced and good knowledge of how Tour operators, Travel agencies and OTA operates. Also how B2B and B2C position themselves
* Check and ensure contracts are loaded accurately and the quality / validity of the contract is maintained
* Check the distribution given to each hotel , room category is according to the original contract
* Direct dealing with suppliers and customers all over the world
* Online system training to other staff members, front office agents
* Knowledge in Direct connectivity , XML integration

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**Company** **: Suneast online LLC**

**Dubai, U.AE**

**Designation** **: Senior Executive Reservation &**

**Contracting**

**Period** **: July 2011-March 2012**

**Key Responsibilities**

* Full independent handling of online bookings
* Updating rates, offers, promotions to online B2B system
* Dealing with Travel agents in regards of reservation and contracting
* Acquiring rates and negotiating with accommodation, tour & transfer suppliers
* Managing online system, assisting agents over phone/ email

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**Company** **: Destinations of The World Travel &**

**Tourism L.L.C Dubai, U.AE**

**Designation** **: Senior Executive Operations**

**( Inbound / Outbound)**

**Period** **: Nov 2008-April 2011**

**Key Responsibilities**

* Handling reservation (business travel & tours divisions)
* Direct negotiation with suppliers on case to case basis
* Coordinating with various offices of DOTW on day to day basis for follow up of hotel reservations, transfers, tours
* Leisure product development, distribution & promotion
* Able to take business to a new dimension by converting enquiry to confirmation
* Coordinating with the customers and suppliers all over the world
* Good knowledge in complete cycle of process both inbound & out bound
* Managing the online as well as the off line bookings from the agents all over the world
* Good contact with the suppliers in almost all regions
* Assist the customer with their demands, suggestions and complaints

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**Period** **: Jan 2006 to May 2008**

Company : Balaji Exports Ltd. Coimbatore, India

Designation : Senior Executive Exports

**Period** **: Nov 1995 to Dec 2005**

Company : Papillon Exports Ltd.Tirupur, India

Designation : Export Documentation Executive

**Period** **: Oct 1994 to Oct 1995**

Company : Priya Fabrics, Bangalore, India

Designation : Data Entry Operator/Sales co-ordinator

*I hereby declare that, the above particulars are true and correct to the best of my knowledge and belief .*

**PRAVEED**

**DUBAI, U.A.E.**

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