

***Anwar***

***M.T.A (Master of Tourism Administration) & IAAT/UFTAA with more than 18 years of work experience in tourism industry***



*E-mail:* *anwar.381731@2freemail.com*



***Career Objective***



*Seeking an opportunity to utilize my extensive experience with a company that offers growth and increasing responsibility.*

***Executive Summary***



*Having been engaged in the travel and tourism industry in different areas for more than fifteen years, I do appreciate the responsibilities, which successful applicant could bear and I find these exciting and challenging. I have had the opportunity to work with GSA of JL, KQ, KB, BTCL, SV, S2 and IATA travel agencies in Kolkata & as well abroad, in Riyadh, Kingdom of Saudi Arabia & Doha; Qatar. I was in responsible position to look after international / domestic travels & tours of top executives of corporate houses.*

***Professional Experience:***



***Al-Bida Travels, Doha; Qatar***

***Travel Consultant***

***29th December’ 2013-15th December’2017***

*Working in the corporate section/cash and fulfilling the travel needs of major Govt. Organization like Diwan-e-Amiri, Ministry of Labor, Ministry of Environment, VIPs from Private and Govt. Sectors.*

*Responsibilities include itinerary preparation, International* ***Reservation*** *and* ***Ticketing,***

***Hotel Booking assistance, Travel Insurance. GDS at work: Amadeus.***

***Sahara Global;*** *Travel division of Sahara India Pariwar (IATA, PATA, ASTA, TAAI)* ***Kolkata, India***

***11th April’ 2011 – 24th December’2013***

***Asst. Manager- Channel Sales (****Agency & Corporate)*

*Working on B2B & B2C models. Handling Outbound Tours, Companies Dealers & Incentive Tours. F.I.T., MICE execution & handling, preparing itinerary & costing. Handling groups movement of corporate clients. Work in collaboration with sales & marketing and product team and provide analytics based on insights to come up with suitable products and packages. Travel experience for the destinations like Bhutan, Bangkok, and Hong Kong & Macau with Dealers & incentive corporate clients.*

***GDS at work: Amadeus***

***Al-Sarah Travel & Tourism Group (GSA of SV& IATA, PATA, ASTA)***

***Riyadh-Kingdom of Saudi Arabia***

*10th April’2005 – 19th July’ 2010 (5 years)*

***Sr. Travel Consultant***

*Working in the corporate section and fulfilling the travel needs of major companies like Saudi Aramco, Abbott, KACTS, SABIC, Kudu Corp., King Faisal School, Saudi Arabian Olympic committee and many more.*

*Responsibilities include itinerary preparation, International / Domestic* ***Reservation*** *and* ***Ticketing*** *and well versed with* ***Refund, Reissue,*** *and* ***Billing*** *etc. PTA handling.*

***GDS at work: Galileo, Amadeus, & SARS.***

***Speedways International Pvt. Ltd****.**(IATA)*

***Kolkata, India***

*01st September 2001- 10th Jan’ 2005 (3 years)*

***Senior Executive***

*International & Domestic Reservation & Ticketing. Automated Ticketing. Itinerary making, Fare construction, Tariff and reservation procedure.*

*Maintaining correspondence with clients and accurate completion of all documentation.*

*Selling Domestic / International package tours.*

*Other related areas of Work: Assistance in* ***Passport, Visa, Travel Insurance & Forex.***

***GDS at work: Galileo***

***Indo Japan Air Services Pvt. Ltd. (IATA, GSA & PSA of JAL & KB, BTCL)***

***Kolkata, India***

*01st October 1998-15th August 2001 (3 years)*

***Sales Executive***

*Hotels & Packages in India. Sales report preparations & other documentation work. Promoting & Execution of leisure travel products packages. Experience in execution of FIT, GIT. Have experience in arranging Conferences in Bhutan for the corporate clients.*

*Reservation & ticketing for DRUK Air, Sales & Marketing for BTCL package products, and promoting Bhutan Tourism*

***Professional Qualifications:***

* + *Passed* ***M.T.A (Master of Tourism Administration)*** *with* ***1st******Division (67%)*** *from A.M.U (Aligarh Muslim University) in 1997- Aligarh; U.P; India.*
	+ *Passed* ***IATA/UFTAA Diploma in Travel & Tourism*** *in 2001, Training Institute - STEPS; Kolkata.*
* *Certificate from* ***Galileo******,*** *Kolkata, for* ***Document Production*** *(Passed with 100% marks) in August’ 2004.*
* *Certificate from Amadeus for Reservation & Ticketing; Riyadh, in March’ 2008.*



***Additional Courses***

* ***Travel Documentation*** *c~~o~~nducted by STEPS, Kolkata; authorized training center for**IATA/UFTAA Courses.*
* ***Package Tours*** *Conducted by STEPS, Kolkata; authorized training center for**IATA/UFTAA Courses.*



***Academic Qualifications:***

* *Passed* ***B. SC (Hons. in Chemistry)*** *with* ***1st******division (63%)*** *from A.M.U (Aligarh Muslim University) in 1994. Aligarh; India*
* *Passed* ***S.S.S.C (Senior Secondary School Certificate: 10+2)*** *with* ***2nd******division******(55%)*** *from A.M.U (Aligarh Muslim University) in 1990. Aligarh; India*
* *Passed* ***High School*** *with* ***1st******division (71%)*** *from W.B.B.S.E in 1988. Calcutta, India*



***Achievements / Awards:***

*Awarded with the best staff of the year 2007 by the Al-Sarah Travel & Tourism Group, Riyadh.*

***CRS – Central Reservation System***



*Galileo, Amadeus, SARS (Saudi Arabian Reservation System)*

***Computer Skills:***



*MS Office (MS Word, Excel, Power Point), Internet savvy*

***Languages Known:***



*English, Hindi & Urdu (Mother tongue)--*

*Excellent Arabic –Average, Bengali-Good*

***Interest & Activities:***



*Table tennis, Chess and Book Reading*

***Personal Information & Passport details:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of Birth : | 11th Jan 1971 |  |
|  | Nationality: | Indian |  |
|  | Marital Status : | Married |  |