**Athar**

Nationality :- Indian

Date of Birth :- 5th July’75

Language Know :- English, Hindi, Gujarati

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**Summary**

Meticulous Travel Manager cum Administrator who keeps comprehensive file on every traveler and every travel service used. Adept at finding savings on travel costs. Configure, UAT, Installing & Trouble shooting for Concur-SAP travel tool for Corporate

**Highlights**

* Assist with development, maintenance and administration of Travel Policy Coordinate with travel vendor/suppliers to implement Travel Policy rules into selection of travel options.
* Monitor travel policy compliance and develop strategies to increase compliance.
* Work with appropriate corporate sponsors, frequent traveler, and travel vendor to maintain a travel program that supports travel needs for the company and enables compliance with the corporate travel policy. Strive for continuous improvement to align with policy changes, saving opportunities and travel industries updates.
* Identify savings opportunities and service enhancement, initiate process improvements and deployment of benchmarking-generate best practices.
* Manage all travel vendor relationship and programs (agency, air, hotel, car rental, forex management and travel insurance) ensuring compliance with service level agreements and contract pricing. Management also includes facilitating regularly scheduled business reviews between travel vendors and the company.
* Research, negotiate rates and develop contracts for hotels, airfare, car rental, forex and travel insurance segments.
* Participate in conferences and on advisory boards, and maintain knowledge on a new travel regulations.
* Develop strong internal working relationship with all cross departments.
* Design and implement travel training seminars for travelers and travel managers.
* Maintain the travel intranet.
* Serve as liaison between travel vendor and the company to ensure that vendor technology reflects current state of company (personnel information), current negotiation rates, and selection choices (hotel, air, car, forex, travel insurance) and all policy changes.
* Analyze travel data within the online booking tools (Concur – SAP) and provide regular reports to management.
* 10+ years experience in the corporate travel industry with strong relationship, including agency operations.
* Bachelor Degree in Science Stream and Master Degree in Material Mangement.
* Ability to draw on strategic insight from analysis, and to effective summarize and present based on the needs of the audience.
* Proficient in MS Office programs with the ability to thoroughly learn web based applications to function as the system administrator.
* Diligent, flexible, excellent team player with ability to demonstrate great organizational skills and strong attention to detail.
* Ability to multi-task at a very fast pace while thinking quickly and clearly.
* Result-oriented, highly motivated, hands-on-personality.
* Ability to maintain confidentially and use discretion at all times.
* Strong influence/negotiation skills.

**Work Experience**

* 10+ years experience on Corporate travel management program for Sophos Technologies Pvt. Ltd, Ahmedabad, Gujarat, INDIA. (June’07 –Aug’18). Was a part of team for Go Live “Concur-SAP” online travel module with Concur Expense. Successfully configure, UAT, Intalling, Go Live & Trouble Shooting on Concur-SAP Travel & Expense tool. We successfully Go Live in India & APAC Region.
* 7 years experience in Purchase department of Space Applications Centre (SAC- ISRO), Ahmedabad on behalf of Resham Graphics, Ahmedabad (Sep’2000-June’07). Key role was getting quotes from the enpanelled suppliers on research materials for Space Applications. Preparing Comparative Statement(CST), placing order & mainitaing the database. Worked under Mr. N.V.A. Kutty(Head – Procurement & Stores).

**Education**

* Post Graduation Diploma in Material Management (**PGDMM**) from Bhavan’s College, Ahmedabad, Gujarat (April’05)
* Bachelor of Science (**B.Sc**) from Gujarat University (May’96)
* Diploma in Computer Programming & Application from (Tata Unisys Learning Education Centre) (Dec’97).
* Successfully closed Certification Training on Oracle 7.3 & Developer 2000 from “Client Server Software Pvt Ltd – A Division of New Boston Select Group, USA) (Feb’98).