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Contact HR Consultant for CV No: 1612908

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

# Profile

Courteous, excellent organizational skills and highly efficient with a unique understanding of the travel industry and the people who work in it. AnExperienced travel consultant who is able to make the best possible travel arrangements for a client’s destination, mode of transport and travel dates. Highly Motivated, target driven and with exceptional multi-tasking skills along with an Ability to produce tailor-make itineraries for travel to short or long haul Destinations. Now looking forward to a making a significant contribution with an ambitious Travel agency that offers a genuine opportunity for progression.

***Professional Experience***

# Ticketing & Travels (pvt) LTD –Sales & Travel Executive – April 2013-January 2017

*The role caters to* a one-stop travel shop experience to customers. Handling all walk in, telephone, and email enquiries related to travel.

***Responsibilities:***

* Work involves in maintaining & enhancing the customer data base in Amadeus. (Corporate Clients as well as Individuals)
* Producing accurate reservation and travel document for Clients.
* Accountable to promote preferred suppliers product.
* Timely reporting accountable documents.
* Focusing on excellent service delivery to ensure high customer satisfaction.
* Handling Tourist Visa for Customers.
* Having a good Knowledge in Visa Procedures.
* Over all Experience in Handling Bureau related works.
* Design Brochures, Handbills, Banners, Boards, Visiting cards, webpages for my Travel agent.
* Managing the GDS ADM’s & Commissions.
* Having a good relationship with Major International Airlines.

# Professional Qualifications

***Diploma IATA/UFTAA Foundation (DTTF )***

Successfully completed Diploma in IATA/UFTAA Foundation (DTTF) at Louis Preston International.

***Air ticketing Certificate in Travel Operations(ACTO)***

Successfully completed Air ticketing Certificate in Travel Operations (ACTO) , Fares/Ticketing, IATA Geography Time Calculations at Louis Preston International

***Diploma in Information Technology with E-Commerce***

Completed DiTEC successfully at E-soft Metro Campus Kandy

***Amadeus GDS Training***

***Certificate In Computer Hardware (CICH)***

Successfully completed Certificate In Computer Hardware (CICH) at Orient Academy.

***Achievements***

# Posts Held in School – Greenwood International Matale/Zahira College Matale

* Senior Prefect (Year of 2014-2015) –Zahira College Matale
* First President of the ICT Club –Zahira College Matale
* President of Debate & Drama Circle (2015) –Zahira College Matale
* House Athletic Captain of the 47th Inter House Sports meet -Zahira College Matale
* Junior Prefect (Year 2007-2009)-Greenwood International Matale

***Interests–*** Football, Cycling, Riding, Reading, Graphic designing, Video games, Hiking, Swimming, Helping

# Personal Information

* Date of Birth: 4th of April 1995
* Civil Status: Single
* Nationality: Sri Lanka
* Current Location: Dubai, United Arab Emirates
* Visa Status: Visit Visa (Valid until 23rd of April 2017)