 Core Competencies

***Travel Management and Immigration/Expats***

***Administration Functions***

***Facility Management*** ***Decision-making***

***Business Support Cross-functional Coordination***

***Team Building & Leadership***

**Chandar**



**Techno Professional Executive**

**Travel Management, Administration & Facilities**

 Executive Profile

**Strategic leader** with **nearly 20 years** of diversified experience in **Travel Management & Foreign Exchange** development of organization using excellentanalytical and people management skills.

Currently associated with **Cozmo Travel World Pvt Ltd. as Business Manager.** Experienced in a combination of Travel Management and immigration / Expats, administration functions, corporate facility operation, Management of facility expansions and development of new facilities with effective management skills. Skilled at planning & managing activities large scale programs, events, visitor management, security, conferences, presentations, events, official get-togethers and parties.

Proven skills in Travel Management and Immigration / Expats, Smooth handling of travel arrangements for all the locations India and overseas. Work closely with the designated TMC to ensure the highest level of service, developing strategic policies and programs, ensure compliance in all aspects of travel procedures, drive continuous improvement. Business travel cost is second largest controllable

Soft Skills

Decision-

Maker

Collaborator

expense, manage and negotiate travel related services measurable financial benefits to the company, in addition, monitoring and analyzing travel expenditures for the cost-cutting. Gained exposure of AMC Management, Vendor Management, Procurement, Asset Management, and liaise with government bodies and maintaining optimum inventory levels to achieve maximum cost savings without hampering the operations.

Comfortable working in a culturally diverse environment with respect for variations in values, customs & beliefs.

Communicator

Analytical

Planner

 Organizational Experience

**Since Feb’19 as Business Manager Key Result Areas:**

* Acquiring New Corporate Clients and Travel Partners.
* Key Involvement in the main revenue generating activities for the vertical assigned i.e. to promote, develop and to sell the different products.
* Build a solid product knowledge base, developing an appropriately broad understanding of the Cross sell products in order to generate the additional revenue streams.
* Premier customer Promote excellent relations to Distributor Channels by consistently providing satisfaction with a friendly demeanor and with the willingness to help at all times

**Business Operations:**

* Implementing process enhancement initiatives & best practices; fostered safe and conducive work atmosphere and ensured zero down time
* Dealing with emergency situations and ensuring compliance with systems & procedures laid by the management
* Scrutinizing issues encountered and implementing various energy conservation plans for cost savings

**Team Leadership/Decision-Making:**

* Leading and developing a competent team to provide consistent service delivery across a large portfolio of travel management services
* Implemented best practices for account management to ensure achievement against all contractual business plans
* Conceptualized a growth strategy to successfully improve the performance of the contract
* Collaborated with Heads & Support Teams to leverage synergies that may exist and established an engaged, energized Account Team
* Developed strong relationships with accounts to foster contract renewals and increase penetration of service lines
* Developed deep understanding of customer business needs, implemented solutions to expand operations in Strategic Account

**Travel Management/Immigration / Expats:**

* Facilitating processing of Visa and necessary documentation; managing travel arrangements from travel tickets, insurance, kit allowance, forex to accommodation
* Managing routes and ensuring proper channelizing of vehicles; monitoring smooth handling of Travel arrangements for CIP/VIP employees as well the Board of Directors
* Working closely with TMC and our logistic Partners to ensure the Highest Level of Service
* Establishing tie-ups with Service Apartments, drive continuous enhancement in hotel programs and establishing tie-ups with good properties
* Collaborating with Finance and Accounts Department to streamline travel submission & payments; managing credit card programs and bills & invoices
* Negotiating deals with airlines and maintaining contracts with partners
* Maintaining cordial relations with Embassies/Consulates for urgent visas and other visa related work; executing tax, immigration and relocation related services
* Manage end-to-end immigration process for territories like APAC / US / UK / LATAM / Middle East
* Preparation of international assignments agreements and other supporting documentation for both inbound and outbound assignees, cost projections for assignees to assist business with project cost planning.

**Compliance:**

* Ensuring compliance with minimum wages acts for payments and statutory compliance
* Conducting vendor & site audits; liaising with electricity department, municipal department, police department and govt. department for registration of lease agreements and with
* Acquiring necessary import/re-export approvals for the capital goods and liaising with various govt. bodies & statutory authorities to ensure compliance

**Event Management:**

* Providing assistance in the planning & execution of various employee engagement events, seminars, workshops, annual parties, R&R programs and client conferences

**Budgeting/MIS Reporting**:

* Preparing MIS reports on services like - complaints, expenses, invoice trackinC, projects status, branch hygiene, active location, provisions, asset transfer/ disposal, travel expenses, call status & SLA to apprise management of process operations and assisting in critical decision-making process

 Previous Experience

**Jan’15 – Dec ’18 with Nestor Travel & Forex Pvt Ltd., Bangalore as Director Operations**

**Apr’10 -Dec’14 with**

**Epitome Travel Solutions (India) Pvt Ltd., Bangalore as Business Head**

**Infiniti Travel Solutions Pvt Ltd., Bangalore as Manager**

**Flight Raja., Bangalore as Manager**

**Feb’03-Apr’10 with FCm Travel Solutions (India) Pvt Ltd., Bangalore as Team Leader Jul’02-Jan’03 with Travel Tours Pvt Ltd., Bangalore as Executive Jan’01-Jul’02 with Si Capital & Financial Services Pvt Ltd., Bangalore as Executive Procurement:**

* Obtaining vendor prices, preparing purchase orders, identifying cost effective purchasing alternatives, conducting comparative analysis of vendors and finalizing agreements
* Devising purchasing policies and procedures in conjunction with department leads and department specific requirements; monitoring expense trends and implementing measures to achieve cost savings
* Generating purchasing & inventory reports, bid proposals, requirement document, tender documents; ensuring vendor quality of service & delivery and monitoring vendor performance
* Ensuring robust contracts are agreed with key suppliers that protect CNI’s risks and allow effective management of the supplier through a service level agreement (SLA) and key performance indicators (KPI)
* Maintaining vendor documentation and timely disbursement of payments; ensuring proper allocation of required items

**Risk Mitigation & Compliance:**

* Involved with the creation of monthly payment cycles by analysing the risk profile of the vendors and to give suitable credit limits with a strict adherence to the credit compliance norms
* Proactively established audit controls to assess effectiveness
* Conducting audits, identifying occupational hazards and rectifying the same; implementing emergency response plans & drills and resolving emergency situations as they arise
* Involved with the creation of monthly payment cycles by analyzing the risk profile of the vendors and to give suitable credit limits with a strict adherence to the credit compliance norms

**Facilities/ Infrastructure:**

* Formulating SOPs &maintenance strategies for the department and working towards the enhancement of interior work
* Establishing technical, commercial terms & conditions; defining operational scope and developing tender documents for Annual Maintenance Contracts
* Identifying the most suitable subcontractors after conducting comparative analysis for AMC; training the team on quality policies and practices and preparing preventive maintenance register on monthly basis
* Rolling out annual budgets, monitoring travel expenses, office utilities and taking corrective action to eliminate malfunctions and achieve cost savings
* Maintaining inventory & record of assets, heading management team and ensuring services delivered comply with SLA
* Directing the end-to-end execution of process & program plans from planning, scoping, estimation and budgeting to project implementation
* Supervising the relocation of facilities and managing the set-up of computer room infrastructure as per specification, installation, and maintenance
* Steering the automation of Admin functions and implementing state of the art technologies for better services & delivery

**Security/Housekeeping:**

* Interfacing with contract staffs and a weekly random check on deployment
* Monitoring security officers and conducting site survey for manpower deployment and gadgets
* Frequently meeting with security field office and HK to upgrade the security and HK management

**Highlights:**

* Bagged Highest sales award from Citibank for outstanding contribution in 2010.
* Received 141% Salary Hike in FCm Travel Solutions.

Trainings/Workshops

* Vendor Management
* Procurement
* Time management & decision making
* Amadeus GDS (Global Distribution System)
* Galileo GDS (Global Distribution System)
* Team Building Program

 Education

* Bachelor of Commerce
* Diploma in Computer Hardware
* Diploma in Airline

 Personal Details

**Date of Birth**: 25thDecember

**Languages Known**: English, Hindi, Tamil & Kannada.

**Email:** chandar-397170@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>