

Kandrapu Reddy

Senior Travel Operations (Domestic, International & Leisure) -
International Travel House Limited

Visakhapatnam, Andhra Pradesh - Email me on Indeed:
[indeed.com/r/Kandrapu-Reddy/69a289269ce9e1d1](https://www.indeed.com/r/Kandrapu-Reddy/69a289269ce9e1d1)

To contribute for the success and expansion of an organization ensuring personal and professional growth by continuously increasing my skills, obtaining wide exposure at all levels where job demands efforts which include learning new concepts, Handling pressure situations and communicating ideas clearly and effectively.

PERSONAL SUMMARY:

- Professionalism with reliable commitment towards work.
- Dedicated to personnel and organization's development

Willing to relocate: Anywhere

WORK EXPERIENCE

Senior Travel Operations (Domestic, International & Leisure)

International Travel House Limited -

September 2016 to Present

International Travel House Limited an ITC Associated co.; An ISO 9001 Travel Company also a Network partner of Global Star Travel Management, offers a full range of travel management services in both corporate & leisure travel.

This role provides the key responsibilities of:

- Handling Domestic and International GDS bookings & Getting Confirmations from airlines for lower class fares.
- Preparing Itineraries as per client requirement.
- Having a continuous track over Mail, by giving swift response for client queries.
- Issuing Flight tickets, Making leisure packages & Hotel reservations.
- Delivering Visa guidance for corporate queries.
- Key focus on the Client maintenance with satisfaction, result design and industry development.
- Preparing and submitting bills to the corporate clients on Fortnight basis every month.
- Perform multi-tasking by looking into Car rental operation (Implant), By Allocating chauffer with cab as per the standards of company.

Travel consultant

RIYA TOURS AND TRAVELS PRIVATE .LIMITED - Visakhapatnam, Andhra Pradesh
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February 2016 to July 2016

Riya Travels & Tours has an extensive network of more than 50+ branch offices across India and 10 internationally by delivering travel services corporate & Leisure.

This role provides the key responsibilities of:

- Handling Domestic and International GDS bookings (Amadeus & Galileo).
- Preparing Itineraries as per client requirement.
- Having a continuous track over Mail, by giving swift response for client queries.
- Issuing Flight tickets as per the client need.
- Managing the most important corporates by me, to ensure the utmost service rendered to our esteemed clients on time and with precision.
- Assistance regarding visa, tourism packages, hotels & airport transfers.

Implant Infosys Travel consultant

Head quarters of BHARATH INTERNATIONAL TRAVELS PVT.LTD - Mysore, Karnataka -

March 2015 to January 2016

Bharath International Travels (BIT), an ISO 9001:2008 Quality Assurance Compliant, is a leading IATA accredited travel company in Karnataka that offers the entire gamut of travel related services to business and leisure travelers.

This role provides the key responsibilities of:

- Handling flight bookings & Getting Confirmations from airlines.
- Looking after travel requirements of Infosys Employees by giving swift response to their queries through mail.
- Maintaining daily sales report by ensuring the given targets to be achieved.
- Keys focus on providing quality service to the implant employees.

• Trained in AKBAR TRAVELS OF INDIA PVT.LTD, Visakhapatnam since 01st Aug, 2014 to 31st Feb, 2015.

Akbar Travels of India is the largest Travel Agent in India in terms of IATA approved Branches. Akbar Travels is approved by International Air Transport

Association and is the member of prestigious trade bodies like Travel Agents Association of India, Travel Agents Federation of India and IATA Agents Association of India.

- Trained on Amadeus & Galileo airline software's.

EDUCATION

B.B.A in Airport & Customer Care Management

NRI Junior College - Coimbatore, Tamil Nadu

2016

S.S.C

K.D.P.M HIGH school - Visakhapatnam, Andhra Pradesh

2012

SKILLS

AMADEUS (3 years), CLIENT MANAGEMENT (3 years), EXCEL (3 years), MS WORD (3 years),
WORD (3 years)

ADDITIONAL INFORMATION

AREAS OF INTEREST:

- Airline GDS Software's AMADEUS & GALILEO.
- Client Management.
- Airline and Travel Management.

COMPUTER SKILLS:

- Proficiency in using GDS Airline Software's Amadeus & Galileo.
- Proficiency in Microsoft [MS Word, Excel, Power Point] and working knowledge of the Internet.

STRENGTHS:

- Self Confidence
- Flexibility & Adaptability
- Quick Learner
- Always try to overcome Weakness