

PARITOSH CHANDRA RAY

Address: Mamtaj Mahal, GA-24/1, Shahjadpur, Gulshan, Dhaka

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Professional Summary:

Results-driven Data Analyst and Travel Operations professional with over 5 years of experience in airline reservation, ticketing, sales, and financial data analysis. Strong expertise in data reconciliation, KPI development, automated reporting, and GDS systems (Galileo & Sabre). Proven ability to transform raw business data into actionable insights to support decision-making, profitability, and operational efficiency. Honest, dedicated, and quick learner with a passion for technology and continuous improvement.

Core Competencies:

- **Data Analysis & Reporting:** Data analysis, cleaning, validation, and reconciliation to ensure accuracy and consistency across datasets. KPI development, automated reporting, dashboards, and business insights using Excel & Google Sheets.
- **Reservation, Ticketing & Sales:** Managed airline reservations and ticketing using Galileo & Sabre, including domestic and international ticket issuance. Handled reissue, cancellation, refunds, fare quotation, and customer support in compliance with airline and IATA/BSP rules.
- **Financial Analysis:** Profit-Loss Calculation, Bank Statement Reconciliation, KPI Making & Analysis, Supplier Bill Reconciliation, Asset Management, Document Prepared for VAT & Tax Calculation, Cash Flow Reconciliation.
- **Data Management:** Data Reporting Automation, Google Sheets (Advanced Formula, App Script, Add-ons, Macros), Google Forms, Google Drive, PDF Editing, MS Excel (Advanced Formula, VBA, Macros, Add-ins).
- **Technical Tools:** Google Workspace, Microsoft Office 365, Computer Hardware & Networking.
- **Industry Knowledge:** IATA & Airlines Portal Billing, Galileo & Sabre (Ticketing and Sales Reporting), Online Travel Agency (OTA) Maintaining.

Professional Experience:

Manager | Aotrek Tourism Ltd & Travel Business Portal

YB Hassan Uddin Tower, Shahjadpur, Dhaka 1212, Bangladesh

October 2020 – October 2025

Responsibilities:

- **Data Analysis & Reporting:** Collected, cleaned, and analyzed sales and financial data to ensure accuracy and reliability. Developed KPIs, automated reports, and dashboards using Excel and Google Sheets. Generated actionable insights to support management decision-making and business performance.
- **Reservation, Ticketing & Sales:** Managed airline reservations using GDS systems Galileo & Sabre. Issued domestic and international air tickets, handled reissues, revalidation, cancellations, and processed full/partial refunds in compliance with airline and IATA/BSP rules. Provided fare quotations and sales support to clients and agents.
- **Financial Operations:** Managed supplier bills, IATA and Airlines portal billing, and ensured accurate Profit-Loss calculation and reporting.
- **Reconciliation & Reporting:** Conducted thorough bank statement reconciliations and verified sales reports from Galileo and Sabre systems.
- **Strategic Analysis:** Developed KPIs and conducted data analysis to support business development and decision-making.
- **Leadership:** Collaborated with teams on business development and software development projects to improve operational efficiency.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration
Bachelor of Science (BSc)	Zoology	Thakurgaon Govt. College	CGPA:3.00 out of 4.00	2025	6
HSC	Science	Sakowa Degree College	GPA: 3.42 out of 5.00	2018	2
SSC	Science	Paschim Shikarpur High School	GPA: 4.06 out of 5.00	2016	2

Training & Certifications:

Training Title	Institute	Location	Year	Duration
Web Design & Development for Freelancing	Skills & Jobs Academic	Antique Tower, 1040 Japan School Road, Dhaka 1212	2025	3 Month
Graphics Design and Multimedia Programming	Dot Net Computer Center	Thanapara, Boda, Panchagarh	2016	6 Month

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium

Personal Details:

Father's Name : Ranjit Kumar Roy
Mother's Name : Anita Rani
Date of Birth : 5 Aug 1999
Gender : Male
Height (Meter) : 1.7678
Passport No : A08950117
Passport Issue Date : 5/5/2025
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Hinduism
Permanent Address : Sarkar Para, Pamuli-5020, Dabiganj, Panchagarh
Current Location : Dhaka
Blood Group : AB+

Reference (s):

Name : Amrita Kumar Roy
Organization : Moqbular Rahaman Govt College, Panchagarh
Designation : Lecturer (History)
Primary Mobile No : 01315705985
Relation : Relative

Declaration:

I hereby declare that all the information provided above is true and accurate to the best of my knowledge and belief.