

PERSONAL STATEMENT

Certified IATA and result focused professional with more than 3+ years of experience in Travel Industry

- Over 3+years of experience as Senior Travel Consultant
- Over 8 years of experience in Supply Chain Industry

WORK EXPERIENCE

Senior Travel Consultant

Flyeazy Vacations - 2019 – 2020

Responsibilities:

- Handle domestic & international queries and itineraries, including visa, baggage information for the clients.
- Arranging travel for the clients with business and Vacation trips (flights, cab and hotels bookings).
- Arranging the best-possible services with the most affordable fares as per the Client budget.
- Provide advice on travel documents, insurance etc.
- Tracking and maintain the Client database and Financial details.
- Ensure compliance in all aspects of travel procedures
- Visa documentation

Travel Desk & Admin

Avana Medical Devices PVT LTD - 2018 – 2019

Responsibilities:

- Interface with suppliers and vendors to ensure good pricing of events and travel.
- Arranging travel for the employees with business trips (flights, cab and hotels bookings).
- Arranging the best-possible services with the most affordable fares as per the company budget and policies.
- Developing strategic policies and programs for corporate travel with minimal layover time
- Managing relationships with travel agencies and vendors
- Provide advice on travel documents, insurance, import/export regulations etc.
- Handle credit card programs and charges
- Process T&E reports and handle reimbursements
- Ensure compliance in all aspects of travel procedures
- Business Visa documentation for Employees

Tours Sr. Executive

Travel kart E-Holidays & Service India PVT LTD - 2017 – 2018

Responsibilities:

- Handling entire client interaction
- Visa Documentation
- Preparing Customized itinerary
- Updating the query online to the client
- Acquiring new client
- Analysing the entire documentation for client.
- Attending to customer queries
- Analysing the entire operation of client for providing consultancy
- Processing promotion Documents

CONTACT DETAILS

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CERTIFICATIONS

IATA certificated in Travel and Tourism

Diploma in Air Ticketing

TOOLS

Amadeus

Galileo

Inbound / Outbound
Tour Package

INDUSTRY EXPERIENCE

Travel
Shipping
Cargo

Non-Travel Work Experience

Swathi shipping lines – 2008 -2011

Chakiat Shipping Service Pvt - 2011-2013

Neithal pvt ltd - 2013 - 2015

Tours Executive

Vacation Feast - 2016 – 2017

Responsibilities:

- Preparing itinerary for customer's destination
- Providing Customized International & Domestic Packages
- Coordinating with destination Agent for the Quotation (Intl +Dom)
- Negotiating the client needs
- Maintaining Enquiry Data sheet
- Applying Passport for the client
- Visa Documentation
- Domestic & International Ticketing
- Handling entire client interaction
- Attending to Customer Queries

Education

Master's degree in Business Administration