

CURRICULUM VITAE



Saifan Ilyas Madre

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OBJECTIVE: To be associated with an firm that provides career development opportunities that shall yield the twin benefits of the job satisfaction and steady-paced professional growth. Looking for a long term full time job where I can apply my extensive skills and knowledge to the position for which I am hired.

ABOUT MYSELF: I am a well presented. Efficient and experienced professional with over one year experience in the travel & tourism industry. Experienced in providing excellent customer care and ensuring the best travel and accommodation are provided for customers, including corporate. I am confident and outgoing, able to build good relations with customers and proven to help as much as possible by arranging tailor made holiday/travel packages for short and long haul destinations. As a self-starting person, I am highly motivated and able to exceed my targets and enjoy the challenge of working in a high pressured environment.

I am seeking a new challenging role with an ambitious and successful team that will enable me to make an effective contribution to the business while continuing my own career development.

KEY SKILLS & EXPERTISE:

- Good travel industry knowledge
- Able to provide excellent product knowledge and apply selling techniques
- Enjoy business marketing and networking events
- Able to work under high pressure
- Good Convincing power
- Ability to work within company policies and objective
- Successfully provide a courteous and efficient travel booking service
- Willingness to continue my training and development

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CAREER SUMMARY:

Date – 07th August 2015

Position: Travel Sales Agent

Company Name: *SOTC Travel Services Pvt. Ltd.*

KEY RESPONSIBILITY

- Responsible for the accurate booking of all travel and accommodation
- Dealing with enquiries both over the phone and face to face, listening to customers need and acting upon them
- Ability to work within company policies and objectives
- Researching other rates and discount within the travel industry to maintain competitive rates and deals
- Experienced in advising on currency; Visa's; Passports
- Accurately recording information on company database and regular reporting back to management

EDUCATIONAL QUALIFICATIONS:

- Completed S.S.C from Sacred Heart Convent High School, Ratnagiri
- Completed H.S.C from M.S Naik Jr. College, Ratnagiri
- Completed Diploma in Airport Management from Aptech Aviation Mumbai
- Pursuing Distance Education for Graduation 3rd Year in B.COM
- Completed the SOTC Annual Training for 2015-2016

TECHNICAL QUALIFICATION:

- Operating System: Windows XP, Windows 7, Windows 8
- STORM
- FRAME
- LTO System

DECLARATION:

I hereby declare that the above Information provided is correct & true

Saifan Ilyas Madre