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Chennai

# Syed Adil Basha

## TRAVEL PROFESSIONAL

### EDUCATION

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT (IGNTU), NELLORE

MAB Tourism and Travel Magagement 2022

SRM UNIVERSITY, TIRUCHIRAPPALLI

Bachelors in Hotel Management 2020

### SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Airline, Hotel & Car Rental Bookings
- Vendor & Supplier Negotiation
- GDS Systems (Amadeus)
- MIS Reporting
- Budget & Expense Management
- Corporate Travel Management

### LANGUAGES

- English
- Urdu
- Hindi
- Telugu
- Tamil

### ZENITH HOLIDAYS

#### Intern

- Acquired hands-on experience during a 45-days internship at Zenith Holidays concentrating on itinerary planning and expanding my knowledge on global travel destinations

WINDFLOWER RESORT  
HOTEL PAI VICEROY

May – Sep 2018  
Jul – Nov 2019

#### On Job Training

- Successfully completed job training across all four major hotel departments: Front Office, Housekeeping, Food & Beverage, and Kitchen.
- Gained hands-on experience in guest services, room management, food preparation, and restaurant operations.

### PROFILE

"Experienced corporate travel professional with a strong background in managing end-to-end travel arrangements for business clients. Skilled in booking flights, accommodations, and ground transportation while ensuring cost efficiency, policy compliance, and traveler satisfaction. Adept at handling complex itineraries, negotiating with vendors, and utilizing travel management systems to optimize corporate travel programs. Seeking to leverage expertise to enhance corporate travel experiences and streamline operations for a dynamic organization."

### EXPERIENCE

BEURER INDIA PRIVATE LIMITED

Aug 2024–Present,Chennai

#### Senior Travel Executive

- Manage and coordinate corporate travel arrangements, including flights, hotels, ground transportation, and visas..
- Ensure all travel bookings comply with company policies and budget constraints.
- Negotiate with travel vendors and suppliers to secure the best rates and corporate discounts.
- Prepare and maintain MIS reports related to corporate travel, including expense tracking, booking trends, and policy compliance.

EXPEDISE TRAVEL PRIVATE LIMITED

Sep 2023–Aug 2024,Chennai

#### Travel Consultant

- Plan and book travel arrangements including flights, hotels, car rentals, and travel insurance for clients.
- Consult with clients to understand their travel preferences, budget, and special requirements..
- Create customized travel itineraries ensuring seamless and cost-effective travel experiences.
- Assist with visa applications and documentation for international travel.
- Handle changes, cancellations, and rebookings while minimizing client inconvenience.

TOUR ON

Apr 2022–Aug 2023,Chennai

#### Operations Executive

- Coordinated with airlines, hotels, and transport services to ensure seamless travel experiences..
- Liaise with vendors, travel agencies, and suppliers to negotiate the best rates and services.
- Provide excellent customer support, addressing client inquiries and resolving travel-related issues.
- Handled customer queries, complaints, and service escalations, ensuring high satisfaction levels.