

FALCON ID # 35542

Hospitality / Travel Manager

Residential Country : United Arab Emirates Nationality : India

Resume Title : Travel Executive Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.sc	Amity University	2010	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Reservation Advisor	Reputed Company	United Arab Emirates	06/2011	/
Front Office Assistant	Jaypee Green Golf And Resort	India	07/2010	05/2011
Trainee	The Park? Hotel	India	06/2008	11/2008

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Achievements

- Successful Completion of Industrial Training.
- Leadership Certificate from AUM organization associate of Appco Group India.
- Achieved Certificate of “FRENCH” as foreign language with B.sc hotel management course.

Computer Skills

PMS (Property Management system), Ms-Dos, Ms-Windows, Ms-Word, Internet application

Strength

Honesty, Dedicated to my Profession

Quick Adaptation in the surrounding environment.

Additional Information :

- The main duty is to give answers to enquiries by clients.
- Responsibility to advise the clients accordingly regarding bookings and reservations.
- Duty to assist customers in obtaining booking or operating self service equipment.
- To ensure that they secure whatever services they are in need of.
- Responsibility to make sure that clients have access to various services without a hitch.
- To get the information about areas of interest in order to target more clients in particular seasons.
- It is needed to make arrangements for clients' travel programs.
- To help the clients to fill in reservation forms.