

S.Ashwini
NO.11/11 DR.THOMAS ROAD
T.NAGAR CHENNAI-600018.
E-MAIL:ashwiniishu319@gmail.com
HP:7708901041.

Professional Summary

Customer service-oriented Travel Agent with 2 year & 6 Months career experience in Travel and Tourism industries.

OBJECTIVE

To work in a challenging environment to improve and develop my existing professional skills and experience in sales and customer management to contribute significantly to the growth of the Organization.

Core Qualifications

- | | |
|---|--|
| <input type="checkbox"/> Domestic & International
Travel expertise | <input type="checkbox"/> Travel Consulting
& Reservations |
| <input type="checkbox"/> Budgeting & Accounting | <input type="checkbox"/> Transportation
Coordination |
| <input type="checkbox"/> Negotiating | |

EDUCATIONAL QUALIFICATION

M.SC GEOGRAPHY AND TOURISM
ADMINISTRATION

COMPUTER QUALIFICATION :

DCA (DIPLOMA IN COMPUTER APPLICATION)

EXPOSURE OF COMPUTER:

OPERATION SYSTEM :

MS OFFICE, MS EXCEL, POWERPOINT.

Organization: M/S Jai Surya Air Travels (IATA)

DEPARTMENT : COUNTER STAFF

PERIOD : 1SEP 2016 - June 30 2017

As **COUNTER STAFF**: was responsible for the following

- ☐ Handling International & Domestic Group Ticketing.
- ☐ Handling Outbound and Inbound tours
- ☐ Handling corporate client and direct
- ☐ Helped determine the most efficient way to make flight connections
- ☐ Made transportation arrangements.
- ☐ Following and processing payments.

- ☐ Advising clients on travel arrangements, e.g. visas, passport and insurance.
- ☐ Maintaining the data of customers
- ☐ Strong aptitude for making sales.
- ☐ Dealing with complaints or refunds

- ☐ Handled internal and external calls, offering the highest level of customer service.

- ☐ Monitored and communicated airline schedule changes and flight cancellation..

Certificate Courses : Amadeus Certified...

Organization: Southguru Holidays

Department : Executive Reservations

PERIOD : July 2017- June 2018

As **Reservation Staff**: was responsible for the following

- Domestic & International Tours (FIT & GIT)
- Corporate & Incentive Tours
- Education & Industrial Visits for Schools & Colleges

- Leisure & Pilgrimage Tours
- Hotel Reservation
- Certificate Attestation
- Air/Train & Bus Ticketing
- Passport & Visa Assistance
- Car/Coach Rentals

Organization: Ritual Holidays Private Limited

Department : Senior Sales Executive

PERIOD : June 2018- Till date

As Reservation Staff: was responsible for the following

- Domestic & International Tours
- Corporate & Incentive Tours
- Passport & Visa Assistance

PERSONAL DETAILS

NAME	S.ASHWINI
AGE	25 YEARS
DATE:OF: BIRTH	14 FEB 1994
FATHERS NAME	R.SEKAR
MARITAL STATUS	SINGLE
NATIONALITY	INDIAN
RELIGION	HINDU
Languages Known	Tamil & English (To Read & Write)
E-MAIL	ashwiniishu319@gmail.com

DECLARATION :

I Hereby enclosed my details as (Above or Below) and I seek a job for my qualification and the details I submit are true to my knowledge.

Thanking You.
Yours Truly,

S.Ashwini