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| CURRICULUM VITAE Ahmed Raza Khan  No:2 Bajnai kovil 2nd street,  Koluthumedu,  Pallavaram,  Chennai-600 043.  Mob # 9710 255 451  Email id: razakhanitu@gmail.com        **OBJECTIVE:**          To be a part of reputed organization, work in healthy and challenging environment and create an equivalent working condition for others. To keep on growing with the organization my talents to the best of my ability.      **ACADEMIC QUALIFICATION:**     * BSc computer science studied in The New COLLEGE, Chennai     **TECHNICAL QUALIFICATION:**     * **Diploma in Advance Air ticketing,** (Kuoni Academy of Travel), passed in 1st class, G.F Fagun mansion, ethiraj salai, Chennai.       **COMPUTER KNOWLEDGE:**     * Fundamentals of Computers, Ms-Dos, Windows 95, Ms-word, Ms-excel, Ms-Powerpoint.     **PRECEDING POSITONS HELD:**   * Worked as **Branch Head** at Marvel travels, Chennai from June 2018 to 30th April 2019 * Worked as **Assistant Manager** at Tushita travels, Chennai from July 2017 till May 2018 * Worked as **Assistant Manager** at Le passage to India Tours and Travels from Mar 2016 till June 2017 * Joined as **Junior Executive** (September 2009) and relieved as **Senior executive** (Mach 2016) at Le Passage to India Tours and Travels from Apr 2014 till Mar 2016 * Worked in **BANYAN TOURS & TRAVEL (P) LTD for 2 yrs** as **TOUR CORDINATOR**. **(Jun’ 2007 – May’ 2009)** * Worked in **MARVEL TOUR CHENNAI** for **1 yrs** as an **AIRPORT REPRESENTATIVE. ( Jun’ 2006 – May’ 2007).**   **JOB PROFILE AND RESPONSIBILITIES**   * + Sales and operation with corporate and individual clients   + Relationship management with existing customers   + Negotiation with customers and suppliers for core competency   + Gathering market and customer information for future growth   + Support new client based on requirements to make appropriate scale   + Build PR with vendors and suppliers for delivery of quality service Assist and guide them for successful operation   + Supervises and guides executives in file handling, ground operations, and frontline operational staffs in customer handling, problem solving and facilitation at hotels and airport   + Collection and evaluation of feedback. Investigate and advise corrective measures /steps to the concerned departments for positive feedback and maintaining existing customers   + Actively support senior management on decision making and implementation   + Act as medium for implementation of policies and procedures among the junior management team   + Contracting for online hotel reservation portal   + Complete handling of FIT and group files (GIT) of different markets – French, German, Russian, U.K, Americas, Far East and Domestic   + Handled cruise turn around operation of Azamara cruise, at Chennai port   + Research and designing of itineraries / costing for different markets   + Update headquarters on competitor movements, new products, logistic issues / remedies   + Documentation of files handled by the branch office on each month and for each tourist season     **KEY RESPONSIBILITIES**  ·         Sales, operations and Negotiation with corporate and individual clients  ·         Achieving branch target as per Management budget  ·         Relationship management with existing and new customers  ·         Ground operation of inbound markets allotted, including problem solving and guidance  ·         Create talent pool for future growth  ·         Analyses sales performance against group target, individual targets and closing of enquiries  ·         Conducting effective meetings monthly  ·         Timely Implementation and review policies and procedures as laid by the management  **PERSONALITY ADD-ONS:**   |  |  | | --- | --- | | **Hobbies:** | Listening music, Traveling | | **Linguistic Ability:** | English, Hindi, Urdu and Tamil | | **Strength:** | Hard working & Sincere, Team Player | | **Sports:** | Bike & Car Race | | **Travelled country** | BALI, INDONESIA & COLOMBO, SRI LANKA |   **PERSONAL DETAILS:**      **NAME : AHMED RAZA KHAN**  **FATHER’S NAME          : ABDUL RASHEED KHAN**  **DATE OF BIRTH            : 27-10-1985**  **SEX                               : MALE**  **NATIONALITY              : INDIAN**  **RELIGION                     : MUSLIM**  **MARTIAL STATUS        : MARRIED**  **LANGUAGES KNOWN  : ENGLISH,URDU,HINDI & TAMIL**        **DECLARATION:**    I hereby declare that the above information are true and correct to the best of my knowledge.        **Ahmed Raza Khan**  **Signature** |
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| **Place: Chennai** Date: 25/06/2019 |