

# Pranisha Pravin Ramakrishnan

+971586938490

[pranishap82@gmail.com](mailto:pranishap82@gmail.com)

[linkedin.com/in/pranisha-pravin-ab462376](https://www.linkedin.com/in/pranisha-pravin-ab462376)

Location: **Abu Dhabi**



## INTRODUCTON

A competent and organised individual who is able to work as part of a team and manage several priorities at any one time. Pranisha has a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. She has extensive experience of working in commercially focused organisations, and fully understands the pressures of achieving targets and accurately assessing job applicants according to their ability.

## WORK EXPERIENCE

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**Anvita India – Admin Officer– Info Park Thrissur, Kerala, India**

Jan 2018 – Dec 2019

### KEY RESPONSIBILITIES

- Managing Client Records & databases
- Arranging appointments for Sales team
- Travel planning for the executive team
- Organizing events
- Payment follow ups & Subscription Renewals

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**Red Point Tours LLC – Sr. Reservation Executive – Muscat, Oman**

Nov 2016 – Nov 2017

### KEY RESPONSIBILITIES

- Inbound tour reservations Including corporate & group tour bookings
- Hotel Reservations management
- Coordination with tour operation staff
- Managing office Records & databases
- Managing phone calls and Correspondences
- Support Book Keeping & Budgeting

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**Cozmo Travel WLL- Travel Consultant – Doha, Qatar**

Nov 2012 – Oct 2014

### KEY RESPONSIBILITIES

- Reservations, Ticketing, Visa Formalities & International Driving license
  - Handling Corporate clients
  - Managing office Records & databases
  - Managing phone calls and Correspondence
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**Creative Holidays** – Trainee – Hyderabad, India  
**Journeys World Pvt Ltd** – Trainee – Kochi, India

Apr 2012 – Sep 2012  
Oct 2011 – Dec 2011

- Reservation and Ticketing
  - Visa Formalities
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## TECHNICAL SKILLS

- Galileo
  - Amadeus
  - Microsoft Office
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## EDUCATION

IATA Training & Development Institute – Montreal, Canada  
**Foundation in Travel & Tourism**

Jul 2011- Jul 2012

**Punjab Technical University** –Kochi , India  
Diploma in Airline Tourism & Hospitality Management

Jun 2008-Jun 2009

**Kannur University** – Kannur, India  
Bachelors in Business Administration

Jun 2008 – Jun 2011

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## PERSONAL DETAILS

Date of birth : 10-03-1991  
Marital Status : Married  
Gender : Female  
Nationality : Indian  
Visa Status : Dependent (Spouse visa)  
Driving License No :2683628

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## REFERENCES

Mr. Ashraf Mohamed  
Manager – Cozmo Travel WLL; Doha, Qatar - +974-66675669.

Mr. Sajith AT  
Manager – Red Point Tours; Muscat, Oman - +968-93000381.

Mr. Hemant Radhakrishnan  
Managing Director – Anvita India; Kerala, India +91-9446426951.