

Pranisha Pravin Ramakrishnan

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Location: **Abu Dhabi**



INTRODUCTION

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

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

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

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

TECHNICAL SKILLS

- Galileo
- Amadeus
- Microsoft Office

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

PERSONAL DETAILS

Date of birth : 10-03-1991
Marital Status : Married
Gender : Female
Nationality : Indian
Visa Status : Dependent (Spouse visa)

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.