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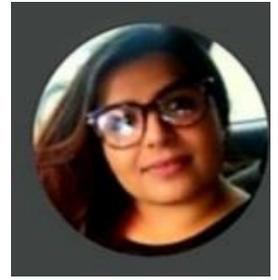
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# CHANDNI HANJ

Al Nahda, Dubai

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## Professional summary

To provide the most worthwhile and enriching employee satisfaction to the company, as well as proving esteemed loyalty for the work I do, at my ultimate best. Have valid UAE driving license and also my own residence visa, which is a huge benefit for Your company, in a much flexible way.

- Proficiency in Microsoft Office apps and Tally.
- Outgoing and friendly personality.
- Excellent leadership and problem-solving abilities.
- Training in emergency response.
- Adept in tour routing and coordination.
- Goal-driven and dedicated.
- Fantastic interpersonal skills.
- Prioritizing and ability to organize tasks effectively.
- Open-mindedness to others' opinions and ideas.

## Work history

October 2020 — January 2021

### **Freelance Tour Guide – Coordinator**

Dubai

- Guided and coordinated groups and private individuals from Tel Aviv, Haifa and Jerusalem, during their visit to Dubai and other Emirates, except Abu Dhabi.
- Did upsell them extra tours and excursions, during their visit for their freedays, as per instructions from local DMC.

September 2014 — June 2020

### **Accountant / Admin / Tour Guide – Coordinator**

Milan Tours & Tour Guide Services LLC

Dubai

- Started as accountant and finance administrator.
- Handled banking tasks, inflow and outflow of cash, to and from clients, as well as tour guides and drivers, both in-house and freelancers.
- Updated to day reports on Tally.
- Maintained employees' allowances, as per MilanEMS.
- Distributed employees' salaries, as per WPS.

- Assisted the company PRO in documentation of employees' visas and other important requirements.
- Took charge of meeting clients at the airport, hotel or bus meeting point.
- Ensured that tourists are comfortably settled in their hotels or resorts.
- Explained the itinerary and schedule of their tour.
- Provided significant information about each destination or attraction visited with emphasis on its cultural and historical meaning
- Managed and coordinated meals and transportation related to the tour.
- Handled emergency situations; managing sudden changes or modifications to the tour.
- Was responsible for the enjoyment of clients; ensuring that they had a stimulating experience of local offerings.
- Discussed and sold other tour packages and interesting activities with tourists and tried to sign them into those.
- Provided recommendations on tour plans and packages to the agency's planning team.
- Ground handled cruise ship passengers, having shore excursions for tours and transfers.
- Coordinated other tasks, pertaining to MICE groups, like event handling, lunch and dinner transfers to the venues; assigned by the local travel agency.

October 2010 — 2014

**Finance Head** Checkrocrates Pvt. Ltd.

Dar-Es-Salaam

- Combined company invoices and make financial report.
- Updated financial graph of company in Tally day to day basis.
- Generated local invoices.
- Handled all banking tasks and cash flow of company.
- Dealt with company's corporate clients on financial matters.

August 2009 — 2010

**Chartered Accountant Associate** Export Trading Pvt. Ltd.

Dar-Es-Salaam

- Combined company invoices and make financial report.
- Updated financial graph of company in Tally day to day basis.
- Generated local invoices.
- Handled all banking tasks and cash flow of company.

## **Education**

**Completed Bachelor of Business Administration in Finance from Saurashthra University** in 2008

Rajkot, Gujarat, India

- During this degree, I executed projects of three multinational companies (Bombay Stock Exchange, Times of India & Patel Brass) and had an opportunity to be with them for one month.

## **10 + 2 qualifications**

- HSC completed from GSEB, Gandhinagar, India in April 2003.
- SSC completed from GSEB, Gandhinagar, India in May 2001.

## **Driving license details**

- License # 3904029

- Issued on 13/02/2019
- Expires on 13/02/2026

### **Residence Visa details**

- UID # 784198552951596
- Spouse Visa
- Expires on 18/10/2022

### **Languages known**

- English
- Hindi
- Gujarati
- Swahili