

JOSEPH CHACKO

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Career Aspiration

To obtain a challenging management, administrative, technical position as deemed suitable to my skills, experience, and backgrounds, to help a successful organization or company expand further and to help myself grow further professionally, technically, and financially and to become an effective team player in a progressive organization or company.

Professional profile

- More than 6 years of working experience in hospitality and tourism industry.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Possess excellent interpersonal, communication and organizational skills with proven abilities in analytics customer relation management and planning.
- Patience, and matured with strong interest in fulfilling customer's demand.
- Strictly abiding to the compliance and hospitality standards.
- Working knowledge of Microsoft products, especially with Excel and Power Point.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

Scholastics

- **MTA(Master of tourism administration)** from Catholicate college Pathanamthitta-Kerala (Affiliated to Mahatma Gandhi University) in **2012**.
- **Bcom with travel and tourism** from St.John's college, Pathanamthitta-Kerala (Affiliated to Mahatma Gandhi University) in **2010**.
- Higher secondary- board of higher secondary from kerala, india
- S..S.L.C- Board of Examination Kerala

Professional Experience

Sep'2018 – July20 21.

Aspire Group of concerns (Tours and events) Kerala- India.

Role- Travel Manager.

- Maintaining positive relationship with vendors of direct travel, such as car rentals, hotels, and airlines.
- Negotiating preferred rates with vendors of direct travel.
- Planning travel accommodations, booking flights, hotels, and coordinating activities.
- Managing and processing all travel- related documentation, including payments, itineraries, visas, medical, and legal forms
- Assisting with any travel-related issues that may arise.
- Preparing travel budge reports, analyzing and preparing reports on travel spends.

July 2014- May 2016.

St.Dominic's Academy , Agra-India.

Role- Programme Manager.

(Travel consultant and Front office associate, Meeting Conference and Event planner)

- Preparing and organizing holiday tours packages for inbound, outbound and domestic tourists and travelers, both, for retail and corporate customers.
- Receiving the guest, handling guest registration process, allocating room, attending to any guest requirements.
- Organizing and arranging conferences for corporate, events for family and friends, based on the customer requirement.

Personal Details

- Date of Birth : 07th September 1988.
- Nationality : Indian.
- Sex : Male.
- Marital Status : Married.
- Language : English, Hindi, Malayalam.

I hereby declare that the above written are furnished by me and is true, correct and complete to the best of my knowledge and belief.

Sincerely,
Joseph Chacko