

REMADEVI E R

SIX YEAR PROFESSIONAL EXPERIENCE IN TOURISM SECTOR &
ADMINISTRATION

CAREER OBJECTIVE

Highly enthusiastic in gaining extensive knowledge about industry, organization Process and give the most efficient services which I am capable of and rendering best possible quality to the given assignment.

WORK EXPERIENCES

- ❖ **Alisha tours and Travels, Kerala, India**
Airline ticketing Executive cum Dubai Job search Package Executive from 01 July 2019 to 04 January 2020.
- ❖ **World air tours and travels, Kerala, India**
Airline Ticketing executive cum Receptionist from 1 April 2017 to 30 April 2019
- ❖ **Govt. ITI Kattappana, Kerala, India**
Tourist guide Instructor from August 2015 to March 2017
- ❖ **Mar Thoma college for Women, Kerala, India**
Part time Instructor in History Department June 2015 to July 2015
- ❖ **St. George's Academy of Management Studies, Kerala, India**
HOD and lecturer in Tourism Department October, 2013 to March 2015
- ❖ **Solution India Holidays, Cochin, Kerala, India**
Sales and Marketing Executive & Tour Operator, August 2013 to September 2013.
- ❖ **Kerala Holidays (P) Ltd, Kerala, India**
Undergone Two Month Industrial Training March 2013-May 2013

JOB PROFILE

- ❖ Arranging tours package.
- ❖ Assisting reservation and ticketing department.
- ❖ Creating PNR, issuing and re-issuing the airline tickets in Computer Reservation Systems like Amadeus and Galileo.
- ❖ Follow up the bookings with the customers.
- ❖ Confirm the waitlisted tickets by follow up with the airline offices.
- ❖ Collecting group fare dealings from airlines offices.
- ❖ Administrative works cum telemarketing in connection with Dubai Job Search Package
- ❖ Passport issue and re-issue works.
- ❖ Organizing career development classes.
- ❖ Arranging on the job trainings.
- ❖ Documentation works for the ISO Certification 9001-Quality management in travel and tourism.
- ❖ Organizing special and seasonal events and festivals.



CONTACT INFORMATION

Mobile No

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E-Mail ID

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Location

Al-Karama 1, Dubai, UAE

PERSONAL DETAILS

Date of Birth :31-10-1990

Gender : Female

Nationality : Indian

Marital Status : Married

Language Known :

English

Malayalam

Tamil

Hindi

French

PASSPORT NO :T0903687

Expiry Date :26-11-2029

Visa Type : Visit Visa

STRENGTH

- Self-Motivated
- Communication Skill
- Quick Leaner
- Decision Maker

- ❖ Worked as Receptionist with the responsibilities like
 - Serves visitors by greeting ,welcoming, and directing them appropriately
 - Managing calls both incoming and outgoing
 - Composing and replaying to emails
 - Keep a safe and clean reception area
 - Perform administrative works for the staff and Office Manager

EDUCATIONAL QUALIFICATION

- ❖ BSC MATHS – MAHATMA GANDHI UNIVERSITY, KERALA, INDIA
March 2011.
- ❖ PLUS TWO – M.G.H.S.SCHOOL, KERALA, INDIA
March 2008.
- ❖ SSLC – S.H.G.H.S. SCHOOL, KERALA, INDIA
March 2006

PROFESSIONAL QUALIFICATION

- ❖ Master of Tourism Management-MTM June 2013 (Mahatma Gandhi University, Kerala, India)
- ❖ Diploma in French 'A1' November 2015

SOFTWARE SKILLS

- ❖ CRS Software's - Amadeus, Galileo
- ❖ MS Office package (MS Word, Excel, and PowerPoint).

DECLARATION

I hereby declare that all the above given information about me & my carrier are true to the best of my knowledge.

PLACE : DUABI

REMADEVI E R

DATE :