

# CURRICULUM VITAE

BIBIN JOHN

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## **CAREER OBJECTIVE**

*To seek a challenging and responsible position in a large and professional organization as a **customer service agent in ticketing and visa services** to make a positive contribution in business growth and to achieve a personal development and a career advancement, where it would strongly help in motivating my capabilities to fully prove my worth and my soon to be team to a substantial target beating performance.*

## **PROFESSIONAL SUMMARY**

*Customer service-oriented, 4 years of career experience in Travel and Tourism industries (**ticketing and visa services**). Possesses expertise in strategic partnership identification and development, event planning, and travel coordination.*

## **PROFESSIONAL EXPERIENCE**

- **CUSTOMER SERVICE AGENT** **AUG 2016 – JUN 2020**  
**TRAVISA TOURS AND TRAVELS, CHENNAI, INDIA**

### **JOB RESPONSIBILITIES** (**TICKETING & VISA SERVICES**)

- *Directly interact with customers, answer customer questions about flight timings, seat availability, fares, reservations*
- *Sells travel insurance.*
- *Sells and assembles tickets for transmittal or mailing to customers.*
- *Determines whether space is available on travel dates requested by customer.*
- *Ensure the client avoids any legal issues that may occur in relation to their relocation by assisting them to obtain visas and other related immigration documentation.*
- *Helps hold up a visa application and manage each step such as submitting documents before the deadline.*

## **ACADEMIC QUALIFICATION**

- **IATA, PASSENGER GROUND SERVICE** **2015**  
**SPEEDWINGS AVIATION ACADEMY,**  
**COCHIN, KERALA**
- **B. A ECONOMICS** **2012**  
**ST. THOMAS COLLEGE,**  
**KOZHENCHERRY, KERALA**

### **LANGUAGES KNOWN**

- *Excellent communication in English*

### **SKILLS & ABILITIES**

- *Time management*
- *Excellent Communication Skill*
- *Highly Organized in the Work*
- *Having other Technical Skill.*
- *Good Decision Making*
- *Ability to Listen*
- *Good Attention to Details*
- *Good Persuading Skills*
- *Good Administration Skills*

### **PERSONAL DETAILS**

- *DATE OF BIRTH : 30SEP1991*
- *FATHER'S NAME : JOHN VATTAKUNNEL JOSEPH*
- *MARITAL STATUS : SINGLE*

### **PASSPORT DETAILS**

- *NATIONALITY : INDIAN*
- *PASSPORT NO : M0548377, ISSUED AT TRIVANDRUM, KERALA*
- *EXPIRY DATE :30JUL2024*

### **VISA DETAILS**

- *VISA STATUS : VISIT*
- *ARRIVAL DATE : 23NOV2021*
- *EXPIRY DATE :23FEB2022*

***BIBIN JOHN***