

Name: xyz

United Arab Emirates

Mob: 00000

Email Id:xxxx

Personal Statement: (Travel Coordinator Resume)

I am a dynamic individual person who enjoys working as a team. I am determined and responsible, and I believe the skills that I have gained will be good grounding for my future employment. I am willing to learn new skills and to update the skills I already have.

Objective:

To be a part of the effective winning team and to serve in an organization that offers challenging roles and utilizes my skills for enhancing the organizations progress as well as my career.

Work Experience:

Travel Coordinator

ABC Travel and Tourism LLC – Dubai

RESPONSIBILITIES:

- Working as a tour coordinator.
- Promoting hotels and places for clients who are like to visit Dubai.
- Handling all the situations like vehicle crash, emergency client's arrivals and making all the arrangements like replacing vehicles and arranging hotel rooms for clients.
- Assisting clients as a tour guide.
- Work out itineraries as per tour section requirements and issue tickets; give visa formalities and hotels reservation.
- Handling all EDNRD visa formalities for the clients.
- Rechecking the documents such as valid passport, visa etc. Ensure compliance with company's procedure and policies.
- GDS using Galileo.
- Setup a new outlet to handle corporate clients, Leisure travel and Agency business.
- Set benchmark on service delivery standards.
- Sales and Marketing set by management.
- Ensure error free and quality handling of day to day activities at office.
- Create rapport with suppliers and clients in a new market environment.

Professional Strengths:

- Punctual, self-motivated and dedicated to the job.
- Quick learner and a team player.

- Enthusiastic, eager to learn. Always has a positive attitude.
- Maintains and observes honesty and loyalty.
- Hardworking and responsible.
- Ability to interact with people.

Computer Skills and Awareness:

- Diploma in Computer Application.
- Internet Application.
- Basic Training and document production in Galileo CRS with distinction from Galileo Dubai.
- Accounting Packages (Tally and Peach tree) from IGM Computers, India.

Education:

- Bachelor of Commerce – Degree course completed from ABC Commerce College .
- Higher Secondary School Examination passed from S.S.S. Higher Secondary School.
- Secondary School Leaving Certificate passed from S.S.S. Higher Secondary School.

Personal Profile

Name : xyz

Date of Birth :000

Gender : Female

Marital Status : Married

Languages : English and Hindi

Passport Details

Passport Number : 0000

Date of Issue : 0000

Date of expiry : 0000

Place of Issue : abc

Visa status : 000

Declaration:

I hereby declare that the facts mentioned above are true and sincere to the best of my knowledge and belief.