

## **CURRICULUM VITAE**

**RIJAS.V.K**

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### **Career Objective:**

To work as a Senior Tours Consultant /Travel Supervisor in a reputed travel agency to help introduce, promote, and sell tour packages to clients and provide quality service.

### **Professional strengths:**

- Time Management skills
- Delegation
- Multitasking
- Goal setting & meeting goals
- Decisions making
- Creating & keeping deadlines
- Extensive knowledge of travel service and industry
- In-depth knowledge of International and Domestic travel services
- Excellent communicator with excellent problem solving skills
- Ability to build and maintain effective working relationship with clients
- Possess good supervisory, management and organizational skills
- Excellent team player with good leadership skills

### **Professional Qualification:**

- **Diploma in Travel & Tourism IATA (2007)**

From Institute of Travel & Tourism SPEED WINGS Calicut, India

### **Academic Qualifications:**

- **DIGREE BA LITERATURE IN ENGLISH**

CALICUT UNIVERSITY KOZHIKODE, Kerala, India.

- **Higher Secondary in Science**

From GHSS NOCHAD.  
Calicut under the Board of Higher Secondary Examination  
Kerala, India.

## **Work Experience:**

**Organization: FREEDOM Travel and Tours**, Manama, Bahrain

**Duration:** 01JAN 2012 – Present

**Designation:** Travel SUPERVISOR

- Visa assistance
- Corporate handling
- Good communications with B2B & B2C
- Handle responsibilities of receiving travel requests and checking them for correctness
- Perform responsibilities of reviewing and verifying travel request to ensure conformity with applicable rules
- Responsible for assigning the daily tasks to travel staff
- Perform the tasks of preparing quotation forms and forward the same to the travel agent
- Handle the tasks of checking and verifying fare constructions on all tickets issued by the Travel Agents

**Organization: FOREX Travel and Tours**

**Duration:** 10 oct 2009 – 31 dec 2012

**Designation:** Travel Supervisor

- Handle responsibilities of receiving travel requests and checking them for correctness
- Perform responsibilities of reviewing and verifying travel request to ensure conformity with applicable rules
- Responsible for assigning the daily tasks to travel staff
- Perform the tasks of preparing quotation forms and forward the same to the travel agent
- Handle the tasks of checking and verifying fare constructions on all tickets issued by the Travel Agents
- Draft notes on queries on irregularities of invoices
- Handle the tasks of handling the queries from staff members regarding their traveling schedules

**Organization: ROLEX TRAVEL AND TOURS CALICUT KERALA**

**Duration:** 07 Jun 2007 to 01 JUN 2009.

**Designation:** Travel Consultant

- Council members on all aspects of travel planning and make recommendations to increase customer satisfaction
- Perform responsibilities of selling domestic and international air, train, and group travel products
- Direct sales toward preferred vendors and prepare other travel related documents
- Perform responsibilities of advising members on the terms and conditions of travel package
- Create computerized passenger records by using basic Apollo system
- Process requests for travel literature, brochures, tour books and other travel services
- Handle the tasks of establishing and maintaining members' travel files as well as handle refund, lost ticket and payment issues
- Training STAFFS for the gds reservation & ticketing

### **Personal Details**

Full Name	:	<b>RIJAS VIYYOORKANDY</b>
Date Of Birth	:	19 <sup>th</sup> APRIL 1987
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Language Known	:	English, Hindi, Malayalam & Tamil
CPR no.	:	870428977
Visa Status	:	Employment
Driving License	:	Valid Bahrain LMV License

### **Passport Details**

Passport No.	:	S2897747
Date of Expiry	:	17/02/2024
Place of Issue	:	Manama, Bahrain

### **Declaration**

I do hereby declare that all the details furnished above in my statement are true to the best of my knowledge and belief.