

Curriculum Vitae

Mujahid Akhtar | Mobile: +971 (0) 5 53377401 | Email: mujahidakh7@gmail.com

Professional Summary

Courteous, excellent organizational skills and highly efficient with an exceptional understanding of the travel industry and the people who work in it. An experienced travel consultant, capable of working well in a progressive environment, with the ability to multi-task and deliver results in a timely manner. Highly motivated, target driven and quick learner.

Work Experience

GlobalStar | ANTA– Dubai, U.A.E |Travel Consultant since July 2013 till date.

Responsibilities include:

- Handling all types of customer queries related to business travel.
- Cross selling/up selling at point of sale level.
- Responding to enquiries promptly, courteously and in a professional manner.
- Building strong relationships with clients.
- Compliance to client's travel policy and SLA.
- Maintaining standard operating procedures.
- Performed all functions relating to the booking, administrative and accounting tasks necessary to process electronic and other travel documents.
- Managing 12 Customers with volume in excess of 9 Million AED annually / 3000 Transactions.

Key Skills and Competencies:

- Strong travel coordination skills.
- Strong understanding of Europe and North American Sectors.
- Experience of marketing local and worldwide travel destinations.
- Able to develop relationships with suppliers to obtain cost effective prices.

BCD Travel | Doha, Qatar |Travel Consultant from Aug 2010 to June 2013.

Responsibilities include:

- Implant Consultant at Aspire Zone, RasGas Limited,
- Coordinating with customer for their preparation of Itinerary and forms pre-requisite for their Travel Plans.
- Work as part of a team selling Travel related Services.
- Responding to all phone enquiries promptly, courteously and in a friendly manner.
- Performed all functions relating to the booking, administrative and accounting tasks necessary to process electronic and other travel documents.
- Up selling relevant add-ons, like, insurance, excursions, currency etc.
- Negotiating corporate and best rates with airlines and hotels.

Akbar Travels | Mumbai, India | Senior Travel Coordinator from Aug 2008 till Jul 2010.

Responsibilities include:

- Coordinating with customer for their preparation of Itinerary and forms pre-requisite for their Travel Plans.
- Researching travel options & presenting the best deals in terms of requirements.
- Responding to enquiries promptly, courteously and in a friendly manner.
- Filing, photocopying and general administrative duties.
- Advising on visas & passports.
- Booking rail, hotel, and domestic and international air travel.
- Up selling relevant add-ons, like, insurance, excursions, currency etc.

Academic Qualifications

Graduate in B.Com 2007 | Pune University, Malegaon.

Diploma in Travel and Tourism, Mumbai.

GDS knowledge: Sabre, Galileo, Amadeus

Personal Details

Permanent Address: 32K, Mangalwar ward Malegaon District Nasik.,
Malegaon 423203, India.