

CURRICULUM VITAE

PERSONAL DETAILS:

NAME: Rohan G Bharde

Date of Birth: 14-06-1992

Gender : Male

Nationality: Indian

Civil Status: Single

Phone No: +973-37377860

Email Id: rehan74in12@gmail.com

EDUCATION QUALIFICATIONS:

PGDM Travel and Tours from Welkinkgar Institute. **Pass 1st class.**

IATA foundation from Kouni Academy. **Pass 1st class.**

BMS Graduation from Mumbai University. **Pass 1st class.**

HSC Commerce. **Pass 1st class.**

SSC from Little flower English School. **Pass 1st class.**

TECHNICAL QUALIFICATION:

Photoshop.

MS OFFICE COMPELET.

GDS- Sabre, Amadeus.

Languages

*English (Reading, Writing, Speaking)

*Arabic (Speaking)

*Hindi (Reading, Writing, Speaking)

*Marathi (Reading, Writing, Speaking)

WORKING EXPERIENCE:

Working at ALZAMIL Travel as a Travel Consultant 2019 September till present

- **Job responsibility**
- Issuing, reissue, refund of airline ticket.
- Collecting payment and forward invoice on daily basis and deliver it to head office.
- Hotel booking.
- Visa assistance, processing.
- Maintaining cordial relation with client approaching follow up.

Work at DA RAE JUNG Korean Restaurant as a purchasing Executive Since 2018 December to 2019 September

- **Job responsibility**
- Maintaining stock
- Visiting Government office for clearance
- Assistance to manager

Work at 3Way Travel Agency in (Travel department) since 2015 July to 2018 December as ticketing sales Executive.

- **Job responsibility**
- Issuing, reissue, refund of airline ticket.
- Collecting payment and forward invoice on daily basis and deliver it to head office.
- Hotel booking.
- Visa assistance, processing.
- Maintaining cordial relation with client approaching follow up.

Work at Aradous Travel Company in Kingdom of Bahrain Since 2014 July to 2015 July as Maintenance In-charge of Interiors work.

- **Job Responsibility:**
- Issuing, reissue, refund of airline ticket.
- Collecting payment and forward invoice on daily basis and deliver it to head office.
- Hotel booking.
- Visa assistance, processing.
- Maintaining cordial relation with client approaching follow up.

**Work at Enhira software Company in Mumbai Since June 2013 to June 2014
as a Data Entry .**

- **Job Responsibility:**
- Complete the task within time limit.
- Maintaining the accuracy
- Visiting the Client premises for training and teaching to staff.
- Sending daily, weekly, monthly reports to management.

Holding Valid Bahrain Driving License

Yours Faithfully

Rohan Bharde