**CURRICULAM VITAE**



 **JIJO T.G.**

Flat 33, Bldg 220,Al Adliyah,

Manama, Kingdom of Bahrain

Mob No: +973 36736626

**CAREER OBJECTIVE :**

Seeking a position with a professionally managed reputed organization, when I can utilize my ability and experience.

**PROFILE:**

Highly qualified and experienced professional offering more than 15 years of managerial and supervisory level of expertise and work experience profile in Travel Agency Industry. Contributed successfully to the travel agency operation and demons rated expertise in Customer handling , Problem solving , Handling of difficult situation and business development.

**PERSONALITY :**

A result focused and customer driven team player with excellent track record of providing excellent customer service, meeting management’s goals & objectives, administrating Travel Agency operations effectively, delivering quality results and professionally crossing obstacles through effective planning , research and positive thinking.

**EDUCATIONAL QUALIFICATIONS :**

 Education : B Com from Calicut University, Kerala in the year of 2000-2003

 : Pre Degree from Calicut University, Kerala in the year of 1998-2000

 : SSLC from Kerala State Board of Education 1998

**PROFESSIONAL QUALIFICATION :**

IATA Diploma In Advanced (Foundation & Consultancy) course in the year of 2003

Galileo Fares and Ticketing ( Guiders Mission Tours & Travel Cochin) in the year of 2003

Sabre Fares and Ticketing ( Sabre Travel Network, Manama - Bahrain ) in the year of 2008

Certificate in M S Office in the year of 2002

**SPECIAL SKILLS :**

Well experienced in Reservation and Ticketing (Galileo and Sabre)

Through knowledge in fare calculation

Good communicating and interpersonal skill, Strong exposure to Windows Applications

**LANGUAGES:**

Speak : English, Hindi, Tamil, Malayalam.

Read & Write : English, Hindi, Tamil, Malayalam.

**EMPLOYMENT RECORD :**

**Current Employer** : Aldar Travel and Tours

 (From Jan 2008 to Till now)

 Kingdom of Bahrain

**Position** : Supervisor

**Job Description**

 Team Leader – Counter Operation and Supervision

 Efficiency in achieving targets under pressure and independent handling

 Handling of high profile clients

 Handling Sales, Reservation and Ticketing

 Preparing Travel Plan, Brochures Itineraries

 Maintaining relation / negotiation with major airlines, Hoteliers and ground handlers for special

 rates / promotional fares and incentives.

**Previous Employer :** Trichur Olympus Travels

 (From Nov 2006 to Dec 2007)

 Trichur, India

 **Position** : Reservation and Ticketing Staff

**Previous Employer** : Johnson Travel and Tours

 (From Feb 2005 to Oct 2006)

 Trichur, India

  **Position** : Reservation and Ticketing Staff

**Job Description**

 Reservation and issue of tickets

 Dealing with walk-in passengers

 Dealing with corporate customers

 Contact Airlines

 Contact BSP

 Hotel Reservation

PERSONAL DATA :

Nationality : Indian

Date of Birth : 25 MAY, 1983

Marital Status : Married

Visa Status : Employment