#  Rajeesh Rajan

Hiring Manager,

Thanks for the opportunity to apply this role at your company. After reviewing your job description and it’s clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific and abilities will benefit your organisation. Please contact me at (00917736833224) or via email at (rajeeshrajan75@gmail.com ) to arrange for a convenient meeting time.

Thank you for consideration and I look forward to hearing from you soon.

Sincerely,

Rajeesh Rajan

|  |  |
| --- | --- |
| **C:\Users\RAJEESH\Desktop\35088492 copy (1).jpg** | **Rajeesh Rajan** Kerala, IndiaEmail: rajeeshrajan75@gmail.com Mobile : 0091 7736833224 |

**Summary**:  A motivated, friendly and enthusiastic individual with excellent communication and customer service skills with 6+ years’ experience in Airline and travel agencies in India, UAE & Bahrain.

**Objective:** Seeking a suitable position in an cashier

**Profile Summary**

* 6+ year’s working knowledge in Airline/ Travel trade.
* Sound knowledge in Airline GSA affairs.
* Good rapport with various dept. like pricing, operations & sales support.
* A good team player with excellent communication skills.
* Excellent working knowledge of various GDS like Galileo, Amadeus**.**

**Career Summary**

 **Senior Customer Service Agent**

 **Fly Dubai** May 2016 to till date

 **Manama, Bahrain**

* Issuing ticket and handling walking passenger also.
* Attending phone call and preparing daily sales report & segments report.
* Handling Visa section independently and Holidays department.
* Handling group Department section independently
* Submitting fare comparison report to Sales Manager.
* Handling Retail counter and managing cash transactions

**Travel Consultant**  Apr 2014 to Apr 2016

**Jazan Travel & Tourism Agency**

**Sharjah, United Arab Emirates**

* Issuing BSP tickets and Low cost Airlines tickets to the clients
* Successfully handled the travel requirements of the clients
* Coordinate with Airlines for seat confirmation and special service requests.
* Preparation of Daily sales report and submit to the manager.
* Handling Retail counter and managing cash transactions

**Travel Consultant** Feb 2013 to Mar 2014

**Akbar Travels of India Private Limited**

**Akbar Group, Pattambi Branch, India**

* Issuing BSP tickets and Low cost Airlines tickets to the clients
* Successfully handled the Retail travel desk
* Successfully handled ticketing requests of the Sub Agents.
* Coordinating with regional office distributing special offers.
* Preparation of Daily sales report and submit to the Supervisor.
* Assisting Visa section & Passport request

**Customer Support Executive** Jun 2010 – Jan 2013

**HDFC Bank, Trissur, Kerala**

* Install swiping machine in hotels, shops, shopping malls
* Responding to customer inquiries, troubleshooting and resolving issue
* Follow-up both by telephone and email and ensuring the service quality

**Education**

* **Bachelor of Arts :**History & Economics ; Calicut University, India
* **Diploma in Travel & Tourism :**Emirates college for Management studies, Ottapalam, Kerala, India; 2013

**Computer proficiency**

* GDS: Amadeus, Galileo and Abacus.
* Tally.
* Diploma in Computer Application and M S Office.

**Personal Details**

* Nationality : Indian
* Date of Birth: 12th March 1988
* Languages Known: English, Hindi and Malayalam
* Holds valid Bahrain Driving license & Indian Driving license

**References**

* Available upon request