BISNA K ELDHOSE

Contact Details
Email : bisnak93@gmail.com
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Address for communication
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Kingdom of Bahrain

Personal Data
Date of Birth: 06 June 1993
Sex: Female
Marital status: Married
Nationality: Indian

Passport & CPR Details
Passport Number : T0901057
C.P.R Number : 930621530

RESUME

➢ **OBJECTIVE**

➢ Contribute to a dynamic growing organization where my strong Analytical, interpersonal skills and hard work will have a significant impact, the optimal position will provide professional growth and opportunities to contribute.

➢ **INDUSTRIAL PROFILE**
➢
Sep 2014 to Jan 2019 as an airline reservation clerk in Al Faisal Travels

➢ Feb 2013 to March 2014 worked as Dedicated staff in Cathay pacific
airline (IGI international airport Delhi)

➢ **IT CREDENTIALS:**
➢
QPAC
➢ Sabre Travel Network
➢ Microsoft Word
➢ Microsoft Excel
➢ Microsoft Power Point

➢ **SCHOLASTICS**

➢
Pursuing B.com (Kerala University)

➢ Dangerous goods regulation (Initial course CAT-9&10) and Basic
Canadian document training. (March 2013)

➢ Diploma in IATA Customer Service. (Sep 2012)

➢ Diploma in Airport Management from Asian Airline Academy From Kerala (June 2011)

➢ Higher secondary school, Kerala (March 2011)
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➢ SSLC– Higher secondary school, Kerala (March 2009)

➢ **LANGUAGES KNOWN**
➢ English (Speak,Read & Write)
➢ Hindi (Speak,Read & Write)
➢ Malayalam (Speak,Read & Write)
➢ Tamil (Speak)

Company Profile:

Al Faisal Travels

Al Faisal Travel is the Kingdom of Bahrain's premier travel management company with an offering that spans retail travel, corporate travel, leisure travel, and destination management. Currently our operations include two outlets in the Kingdom of Bahrain.

Al Faisal Travel was established in 2002 with a staff of three and today is one of the largest travel organizations in the Kingdom of Bahrain employing a staff of over 12

Job Profile:

- Ticket reservations, booking & issuing.

- Verifying passenger identification

- Confirming & printing boarding passes for customers

- Responding to telephone inquiries and providing details

- Visa Processing & providing advice about visa to customers

- Hotel booking & provide the service details of the hotel

- To introducing tour package to customer

- Passenger service agents also assist those needing special attention

- Coordinate with other travel agency's

- Promoting and marketing the business

- Dealing with customer queries and complaints

- Reporting to the management

Company Profile:

IGI International Airport Delhi

This is the unique airport that serves the city of New Delhi and is also known by Indira Gandhi International Airport (IGI Airport). The airport has been growing a lot during the past decade and it's passenger traffic has been doubled since 2007. There are plans to continue to expand the airport if the traffic continues to grow. The airport is the busiest airport of India and is located in Palam, 16km from New Delhi city Centre.

Delhi is the National Capital Territory of India, and is a metropolis with approximately 27 million residents as of 2015. New Delhi is situated within the metropolis of Delhi and is one of the eleven districts of Delhi National Capital Territory. New Delhi seats the executive, legislative and judiciary branches of the Government of India.

Job Profile:

- Handling arrival and departure

- Arrival work (Ramflight Operating)

- Pir reporting

- Baggage clearance

- Flight clearance

- VVIP, VIP & CIP Assistance

- Crew handling

- Check in staff for departure

- Handling passengers in check in counter, Duty free, Boarding Gate & RAM.

- UM handling.

KEY SKILLS AND EXPERIENCE I BRING TO YOUR COMPANY:

- Good work experience in Dedicated staff

- Detail-oriented, efficient and organized professional with extensive experience in Airport field.

- Handling Different types of customers

- Effective at multi-tasking.

- Excellent written and verbal communication skills. (English & Hindi)

Declaration:

I here by declare that the above mentioned details are true to the best of my knowledge and belief.

Place:
Date: BISNA K ELDHOSE