

VIVEK KK Mob. +091 9947840529 & E-mail: kkvivek143@gmail.com

VIVEK KK
Adambattu meethal,
Kattukulangara
Nellicode -16
Calicut-India.
Nationality: Indian, DOB: 07th May, 1990,

Dear Respectful Sir/Mam:

I herewith submit my candidature for your kind and favorable perusal.

I am a graduate in Commerce and IATA / UFTAA professional, having 6 years' experience as a Travel Consultant in reputed Travel Agencies and having high proficiency in handling domestic and international tickets.& visa's

One years experience As a sales-executive in Automobile industry & 2 years in Amoha education as a office staff.

Thank you and I am looking forward for your kind reply.

Sincerely,

VIVEK KK
Enclosure: Resume



VIVEK KK

CAREER OBJECTIVES

An IATA professional seeking a career and be part of a world-class organization, add value to its talent pool while paving way for my professional success. Develop self and gain experience by taking additional responsibilities.

PROFESSIONAL SKILLS

- Challenger and a quick learner with proven ability to adapt with changing environments.
- Ability to work under considerable pressure & meet deadlines effectively.
- Ability to interact with customers effectively.
- Hard working and self-motivated

WORK EXPERIENCE

- 2 Years experience in Amoha education Pvt:ltd as a office staff.
- 1 Year experience in EVM-Motors calicut, as a sales executive.(Datsun cars)
- Deira Travel & Tourist Agency, Calicut , India (IATA Approved Agent) MAR 2015 to till date 2016 Nov
- Deira Travel & Tourist Agency- Dubai-branch Nov 2016 to till date.

Designation: Travel Consultant

Job Profile:

- Central Ticketing - Working Galileo GDS and Sabre
- Discuss client requirements and advise on suitable options
- Prepare and cost itineraries (travel plans) for clients
- Make travel, accommodation and related bookings
- Confirm bookings and notify clients of luggage limits and insurance, medical, passport, Visa and currency requirements
- Issue tickets for travel, accommodation vouchers and all relevant documentation
- Collect payments and maintain records of transactions
- Assist with changes to travel arrangements and bookings where required.
- Reservations and Ticket

- Handling walk in passengers at the ticketing counter
- Issuance and re issuance of both International and Domestic tickets
- Fare Construction and routing

Additional tasks:-

- Taking all kind of online visa (India, Malaysia, srilanka, Ethiopia .Etc.)
- Online appointments From VFS
- Providing legal advice & prepare documents Regarding global visa's (Schengen visa, uk,china Singapore,korea,Turkey .. etc.
- Cross checking all documentations & creating (dummy hotel-insurance-tickets.)
- Expert in African sectors ticketing, (lagos, accra, cotonou,addis, ivory coast...etc.)

PROFESSIONAL AND ACADEMIC PROFILE

- IATA/ UFTAA (Montreal, Canada)
- Degree in B.COM (Calicut university)
- Secondary School Certificate from Department of General Education Kerala, INDIA

TECHNICAL QUALIFICATION AND TRAINING

- Galileo
- sabre
- Computer Knowledge in MS Office(Word, Excel, and Outlook)
- Tally.

PERSONAL SKILLS

▪ Good communication skills ▪ Strong customer focus ▪ Good organizational skills ▪ Strong computer and written skills ▪ Able to work as part of a team ▪ High level of personal presentation ▪ Able to work under pressure ▪ Enjoy working with people▪ Strong sales focus

LANGUAGES PROFICIENCY

English, Malayalam, Hindi and Tamil

PERSONAL DETAILS Date of Birth: 07th May 1990

Nationality: Indian

Passport number : M 1049739

Passport expire : 13-08-2024

Marital Status: Married,

Sex: male

Due to Covid-19- lost job.in Airline industry.