

MUHAMMED MINHAJ

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Date of birth: 07-10-1999

Driving License: India

Fluency in: English, Hindi, Malayalam, Tamil

Visa Status: Visit Visa



PERSONAL SUMMARY

Highly motivated and enthusiastic individual with a **Bachelor's degree in Travel & Tourism** and experience as a Travel sales Consultant from India. Seeking experience in sales and tourism fields in the GCC.

AREAS OF EXPERTISE

- Travel Planning and bookings.
- Travel Management.
- Sales and Negotiation.
- Key account Management.
- MS Office.

WORK EXPERIENCE'S

TRAVEL SALES CONSULTANT (Nov 2020– Dec 2021)

Employer's name – CLICKON TRAVELS, CALICUT, INDIA.

DUTIES & RESPONSIBILITIES:

- Answers and provides booking quotations, travel information, airline's restriction to customers over the phone and through email.
- Book and rebook flights as per passengers' requests
- Cooperate with clients to determine their needs and advise them appropriate solutions for their problems
- Deal with occurring travel problems, complaints or refunds
- Respond to all calls quickly, professionally and courteously.
- Utilize the latest acquired information to make the required arrangements.
- Filling the form to process visa.
- Following up with the agent for visa process.

ACADEMIC QUALIFICATION:

- **Bachelor's Degree: Travel and Tourism**, Oriental College of Hotel management, Calicut University, India, 2019-2021.
Dissertation topic: A detailed study on the role of air transportation in the tourism industry, with special reference to Kerala.
- **Higher Secondary School Certificate: Majored in commerce**, 2015-2017.

DECLARATION:

I hereby declare that the statements or information given above is true, complete and correct to the best of my knowledge and belief.

Muhammed Minhaj

References available on request