**Resume**

**Riyaz Shamshoddin Sayyed**

**Address : Hill Mist Garden , D1 Flat no 16 , Nibm Road**

**Kondhwa . Pune 411048.**

Phone: + 91 9860487296

Email : riyazri143@gmail.com

**Career Experience/Job History**

**2006 to 2010 – Global Holiday Pune (Work As Travel Consultant)**

* **Handling client queries through emails & Phone Calls**
* **Communicate with clients to determine their needs and advise them on appropriate destinations, modes of transportation, travel dates, costs & accommodations.**
* **Handling & Processing of booking of hotels, local guides, flights etc.**
* **Keeping the social media like Facebook, Instagram, Twitter alive by posting good articles.**
* **Interacting with clients during tour and seeking feedbacks and arranging last minute requirements and issues.**
* **Making tour proposals for client involves working on excel sheets, Microsoft word documents and Powerpoint presentations**
* **Develop strategic policies and programs for corporate travel  
  Plan, develop and implement a corporate travel policy  
  Handle and oversee all travel arrangements (air, lodgings etc.) and day to day operations  
  Negotiate contracts or rates with travel service providers and maintaining relationship with  
  vendors/Agencies**
* **Handle End to End Domestic and International tour Package query query with Day By Day Tour Shedule**

**2011 to 2012 – Indian Tours And Tours Pune (Work As Travel Consultant)**

* **Handling client queries through emails & Phone Calls**
* **Communicate with clients to determine their needs and advise them on appropriate destinations, modes of transportation, travel dates, costs & accommodations.**
* **Handling & Processing of booking of hotels, local guides, flights etc.**
* **Keeping the social media like Facebook, Instagram, Twitter alive by posting good articles.**
* **Interacting with clients during tour and seeking feedbacks and arranging last minute requirements and issues.**
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  vendors/Agencies**
* **Handle End to End Domestic and International tour Package query query with Day By Day Tour Shedule**

**B2B) 2016-2017 Join Innovation Tourism Dubai ( Business Head Pune )**

**2013 to Currently. Travelery Holidays (Pune ) (Work As Travel Consultant)**

* **Handling client queries through emails & Phone Calls**
* **Communicate with clients to determine their needs and advise them on appropriate destinations, modes of transportation, travel dates, costs & accommodations.**
* **Handling & Processing of booking of hotels, local guides, flights etc.**
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  vendors/Agencies**
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**Job Profile :**

**Handel all Domestic and International Ticket , Hotel Booking ,Arrange Transfer Booking ,Arrangement all Visa Work.**

**Group booking**

**Lions Club International . Phuket Bangkok Pattaya,Dubai.**

**Levis Jeans. Tashkent ,Dubai ,Sigapore, Malaysia.**

**MIDC Pimpri : Portblair , Darjelling Kerala,Rajashtan,Hydrabad,Kashmir Amritsar.**

**Qualification**

* **Graduation B.Com, Pune University**
* **Excellent communication skills in English,Hindi,Marathi.**

**Hobbies :**

**Travelling & Playing**

**Personal Profile :**

**Father Name: Shamshoddin.M.Sayyed (Retired Police Officer)**

**Date Of Birth : 14 – 01-1985**

**Sex : Male**

**Marital Status : Married**

**Nationality : Indian**

**Professional reference will be furnished upon request.**