

CURRICULUM-VITAE

SYED SAJAD

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Objective:

To effectively plan, coordinate, and manage all travel trips on ground for the company while ensuring compliance with company policies and providing exceptional service to guests, resulting in increased bookings for the company.

Personal Information:

- *Date of Birth* : 05th Jan 1991
- *Martial Status* : Married
- *Nationality* : Indian
- *Father's Name* : Syed Kafil ud din

Professional Experience:

Tour Manager– Tour Prabhandhak - (October 2019 – To Till Date)

- *Managing On-ground activities while traveling with group (Check-in/Sight-seeing/Transfers/Immigration assistance/briefing the clients etc.)*
- *Taking care of any grievances occur during travel.*
- *Ensure smooth execution of Group Travel while maintain professional image of the organization.*

Tour Manager (MICE,GIT) –Cox & Kings Ltd - (March 2013– October'2019)

- *Responsible for organizing group travel for elite corporate clients within India and abroad.*
- *Liaising with Hotels, Airlines, Local vendors, Transporters and suppliers for making necessary travel arrangements.*

- *Managing On-ground activities while traveling with group (Check-in/Sight-seeing/Transfers/Immigration assistance/briefing the clients etc.)*
- *Taking care of any grievances occur during travel*
- *Ensure smooth execution of Group Travel while maintain professional image of the organization*

Major Projects

□ *Handled Group Travels for Domestic renowned organizations.*

Education:

Bachlors in education (b.ed)

Masters in sociology

Skills And Interests:

Language Skills: English (Fluent in Reading/Writing/Speaking)

Hindi (Fluent in Reading/Writing/Speaking)

Computer Skills : knowledge of computer and Internet

Interests: Traveling.

Declaration:

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

Date: 25-01-2023

(Syed Sajad)