



SALEEM JIWANI

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Objective

To seek new opportunities and exploit self-potential for the best of myself and to adapt the working environment, deliver my expertise in the innovative hospitality skills, while maintaining the integrity and work ethics, thereby keeping up the reputation of the organization.

Skills Highlights

- Management expertise
- Confident and Reliable
- Effective communicator
- Natural leader and team player
- Innate logic and complex problem solver
- Excellent time management
- Skilled multitasking
- Highly organized, attention to details
- Hard working and work under stressful situations
- Good command on English, Hindi, Marathi, Gujarati, French languages

Work Experience

I. Freelancer Tour Manager / Tour Escort

(Mumbai, India) • August 2014 - till date

II. Tour Manager

Make My Trip (Mumbai, India) • April 2013 - July 2014 (One Year Four Months)

III. Tour Manager

Bombay Seasons, Inc (Texas, Usa) • March 2010 - March 2013 (Three Years)

- Planning and disseminating in-depth itineraries.
- Booking transport, accommodation, and adjacent services.
- Directing visa application processes.
- Collaborating with security staff, Marketers, and venue operations teams.
- Shipping requisite equipment to pertinent locations.
- Remaining highly accessible to stakeholders.
- Completing client-requested errands, within reason.

- Managing allotted finances.

IV. Asst. Manager

Funxpress Holidays (Nagpur, India) • November 2008 - March 2010 (Seventeen Months)

- Handling travel agents and targeting corporate clients.
- Arranging seminars for customers and guiding them.
- Completing client-request and closing the bookings. (Outbound & Inbound)

V. Relationship Manager (Channel sales)

Make My Trip (Mumbai, India) • November 2007 - October 2008 (Eleven Months)

- Handling travel agents all over Maharashtra & Goa & targeting corporate clients.
- Signing travel agents / making PSA / arranging seminars & closing the bookings with the travel agents for their customers & corporate clients. (outbound & inbound)

VI. Asst. Manager

Funxpress Holidays (Nagpur, India) • November 2005 - October 2007 (Two Years)

- Handling travel agents and targeting corporate clients.
- Arranging seminars for customers and guiding them.
- Completing client-request and closing the bookings. (Outbound & Inbound)

VII. Sales & Marketing Executive

Equino Fun Holidays (Pune, India) • November 2004 - October 2005 (One Year)

- Handling travel agents all over Maharashtra & Goa & targeting corporate clients.
- Signing travel agents / making PSA / arranging seminars & closing the bookings with the travel agents for their customers & corporate clients. (outbound & inbound)

VIII. Travel Agent Officer / Marketing Officer

SOTC (Pune, India) • December 2003 - November 2004 (One Year)

- Handling travel agents all over Maharashtra & Goa & targeting corporate clients.
- Signing travel agents / making PSA / arranging seminars & closing the bookings with the travel agents for their customers & corporate clients. (outbound & inbound)

Educational Qualification

- **Bachelor of Commerce (B Com)** from Osmania University. Year - 1996

Professional Qualification

- Diploma in Cabin Crew from **Frankfinn Institute**. Year - 1995
- Diploma in International Airlines and Travel Management from **Trade Wings**. Year - 1997

Hobbies and Interests

- Participated in **Shiamak Davar's** Dance Troop.
- Participated in **Jaycee's** Dance Competition and Won the “Best Dancer Award”.
- Participated in Long Distance Skating Rally (160km) from **Rotary Club**.

Visa Status

- Valid Visa's: USA / Canada / Schengen / Malaysia

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

Date:

Signature

Place:

(Saleem S Jiwani)