


Vibhavari Gharat

Tour Manager / Admin / Customer Service

 8554088886 / 8291260038

 Vibhagharat86@gmail.com



WORK EXPERIENCE

10 Years

D.O.B

4/6/1986

ABOUT ME

My name is Vibhavari Gharat. I have around 10years of Exp in the field of Customer Service

I'm looking forward to intellectually stimulating job opportunities that will help enhance my knowledge and allow me to prove myself as an asset in the growth of the organization and the society at large.



Education

Masters, Business Administration

IIBMS

AICTE & UGC Board

Mumbai, Maharashtra

Graduated, July 2010

Marks 79%

Specialization HR

B.B.A

Algappa University

Chennai University Board

Chennai Tamil Nadu

Graduated, July 2008

Marks 60%

SSC

Modern English School (IES)

Maharashtra Board

Dadar Mumbai

Graduated, July 2002

Marks 51%



Professional Qualifications and Affiliations

- Diploma in Ground Hostess (Airport Handling Duties)
- Certificate Course of Computer Basic applications MS-CIT
- Diploma in INTERNATIONAL TOUR MANAGEMENT (Kesari Tours & Travels)



Computer Proficiency

- MS-Office (Word, Excel, PowerPoint)
- Proficient in the use of Internet as a research tool
- MS-CIT Basic Computer Course



Work Experience

Jan 2020 Till Date

Tour Manager

THOMAS COOK INDIA Pvt Ltd

Lower Parel Mumbai

- Attending Trainings Sectors wise to Upgrade Knowledge on Different Sectors
- Handling International Tours
- Preparation of tour Report, Preparation of Report Expenses occurred on Tour
- Taking effective cost control measures, to take care of the people on tour travelling with us
- Coordinating with Office and local Travel agent in Particular Sectors
- Cordination with Bus , Local Guide , Restaurants For Proper Timings
- Helping sales Team in selling Tour Product

Dec 2018 Dec 2019

Tour Manager

Cox & Kings

- Handling International Tours to EUROPE SECTOR
- Preparation of tour Report
- Preparation of Report Expenses occurred on Tour
- Taking effective cost control measures, to take care of the people on tour travelling with us
- Coordinating with Office and local Travel agent in Particular Sectors
- Cordination with Bus , Local Guide , Restaurants For Proper Timings
- Cordination Day to day wise with local partners on Tour
- Helping sales Team in selling Tour Product

Sep 2013 Dec 2018

Admin

Mangalmurti Transport

- Handling Queries related to Material Supply

- Cordination with Clients , for Payments and new Business Generation
- Maintaining Challans and Bill Records
- Cordination with Drivers and Sight Supervisors
- Updation of Accounts on Daily Basis

June 2011 Feb 2013
Relationship Executive
Vibgyor International School Pvt Ltd
Goregaon Mumbai

- Maintaining relationship with Existing and New clients
- Counseling Students for the Academic Curriculum
- Handling Parents Queries, regarding School Activities
- Filing the Admission forms accordingly in proper file
- Taking effective control measures, preparing daily MIS reports
- Maintaining records of the children post and pre Admission.
- Generating revenue in terms of Admissions
- Taking care of the all the Admin related work required at the school level
- Coordination with Teachers,Cordinators,Principal regarding school activities

November 25 2006 – 1st June 2009
Tour Manager
Kesari Tours & Travels
Mahim Mumbai

- Handling International Tours to South East Asia, Middle East e.g. Singapore/Thailand/Malaysia/Dubai
- Preparation of tour Report
- Preparation of Report Expenses occurred on Tour
- Taking effective cost control measures, to take care of the people on tour travelling with us
- Coordinating with Office and local Travel agent in Particular Sectors
- Taking care of bookings when not on tour
- Handling Visa and Documentation part

25th July 2004 1st November 2006
Office Manager/Admin Assistant
Florista India Pvt Ltd
Mumbai

- Handling Incoming Calls Regarding Flowers
- Maintaining Monthly Billing System for Corporate Clients
- Updating with new Effective Measures to Upgrade the Shop
- Taking care of Shop, maintaining Cleanliness, looking after karigars, Delivery Boys



Languages

- English
- Hindi
- Marathi



Personal Interests

- Listening to Music
- Travelling to New Place
- Interacting with Different People



Personal Details

Husband's Name: Mr. Ranjit Gharat

Marital Status: Married