

# MOHAMMAD ARIF A S MEMON

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## ABOUT ME

TO BECOME A PART OF A DYNAMIC GROUP WHERE I COULD FURTHER EXPLORE THE SKILLS AND CAPABILITIES, WHICH I GAINED IN THE WHOLE WORKING CAREER AND IN PRESENT JOB EXPERIENCE, AND TO SERVE IN A CHALLENGING WORK ENVIRONMENT WITH EQUALLY VAST OPPORTUNITIES OF CAREER DEVELOPMENT BASED UPON ACHIEVEMENTS RESULTS.

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## WORK EXPERIENCE

**DESTINATION TRAVEL WORLD,  
RESERVATION MANAGER**

**VALSAD INDIA  
2021 – PRESENT DAY**

- MAINTAINING STATISTICAL AND FINANCIAL RECORDS
- PROVIDING CUSTOMER SUPPORT
- WORKING TO SALES TARGET
- ARRANGING FLIGHTS, INSURANCE AND ACCOMMODATION
- ARRANGING TRAVEL
- ATTEND TRAVEL CONFERENCES & SEMINARS
- PREPARING PROMOTIONAL MATERIALS
- PROMOTING PACKAGES TOURS
- RESEARCHING TRAVEL OPTIONS
- SELLING HOLIDAYS & INSURANCES
- MANAGING BUDGETS
- ORGANIZE ACCOMMODATIONS AND GROUND TRANSPORTATION SERVICES
- PLAN AND ORGANIZE TRAVELS
- CALCULATE TOTAL TRAVEL COST

**ELAF TRAVEL & TOURISM**  
**TRAVEL CONSULTANT**

**DUBAI U.A. E**  
**2020 - 2021**

- COLLECT DEPOSITS AND BALANCES
- ATTENDS TRAVEL SEMINARS AND CONFERENCES
- MANAGING BUSINESS TRAVEL CHALLENGES
- MAINTAIN RELATIONSHIPS WITH KEY PERSONS
- ASSESSING CLIENT NEEDS AND PREFERENCES
- ESTABLISH AND MAINTAIN RELATIONSHIPS WITH CUSTOMERS
- KEEP FINANCIAL STATEMENTS AND DOCUMENTS
- REACH THE REVENUE AND PROFIT TARGETS
- BOOKING HOTELS
- CUSTOMER SERVICE
- DESTINATION RESEARCH
- ENSURING TRAVELER SAFETY AND COMFORT
- MAKING TRAVEL ARRANGEMENTS
- TRAVEL PREPARATION

**LEADERSHIP EXPERIENCE**

**LAYKA TRAVEL WORLD**  
**MANAGER ASSISTANT**

**INDIA VAPI**  
**2015 - 2020**

- MAINTAINING STATISTICAL AND FINANCIAL RECORDS
- PROVIDING CUSTOMER SUPPORT
- WORKING TO SALES TARGET
- ARRANGING FLIGHTS, INSURANCE AND ACCOMMODATION
- ARRANGING TRAVEL
- ATTEND TRAVEL CONFERENCES & SEMINARS
- PREPARING PROMOTIONAL MATERIALS

- PROMOTING PACKAGES TOURS
- RESEARCHING TRAVEL OPTIONS
- SELLING HOLIDAYS & INSURANCES
- MANAGING BUDGETS
- ORGANIZE ACCOMMODATIONS AND GROUND TRANSPORTATION SERVICES
- PLAN AND ORGANIZE TRAVELS
- CALCULATE TOTAL TRAVEL COST
- MAKE RECOMMENDATIONS TO CUSTOMERS

## EDUCATION

### THOMAS COOK PRIVATE LIMITED – IATA DIPLOMA

MONTREAL

AIR TICKETING, VISA TYPING, VISA RULE, COUNTRY IMMIGRATION RULE,  
CARGO CLEARING, PERSONALITY DEVELOPMENT ETC...

2016

### J P SHROFF ARTS COLLEGE – BACHELOR OF ARTS

INDIA

ARTS POLITICAL SCIENCE, ECONOMIC, ENGLISH

2014

### SAINT JOSEPH ENGLISH TEACHING HIGH SCHOOL – HSC (12<sup>TH</sup>)

INDIA

ENGLISH, ACCOUNTS, STATICS, HINDI

2010

## SKILLS:

- COMMUNICATION SKILLS
- ORGANIZATIONAL SKILLS
- CUSTOMER SERVICES
- TIME MANAGEMENT
- ACTIVE LISTENING
- TRAVEL KNOWLEDGE
- GEOGRAPHIC KNOWLEDGE
- TRAVEL INDUSTRY
- SALES SKILLS
- MARKETING ABILITY
- NEGOTIATION
- PROBLEM SOLVING

- ATTENTION TO DETAILS

**INTERESTED:**

- MEETING NEW PEOPLE
- JIM
- VALLY BALL

**DECLARATION:**

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND BEST OF MY KNOWLEDGE AND BELIEF.

**MOHAMMAD ARIF MEMON**