



SUHANI

Dubai – UAE

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PERSONAL PROFILE

Date of Birth : 20-03-2003

Gender : Female

Nationality : Indian

Marital Status : Single

PASSPORT DETAILS

PASSPORT NO Y3997718

Visa status Visit Visa (19-03-2025)

LANGUAGES KNOWN

ENGLISH

HINDI

PERSONAL SKILLS

- Energetic
- Decision Making
- Communication
- Active Listener
- Flexible
- Problem Solving Ability
- Critical thinking
- Team Works

Skills & competencies:

- Customer Service & Client Relations Business
- Operations & Project Management
Microsoft office suite (Word, Powerpoint, Excel) Strong

PROFILE

A dedicated and results-driven Bachelor of Business Administration (BBA) graduated with a specialization in Aviation and International Tourism. Experienced in the travel and tourism industry with hands-on exposure to customer relations, airline operations, and business management. Worked at BIT Agency as a customer executive and worked in Travel India Explore, adept at handling travel logistics, client coordination, and project execution. Seeking a dynamic role in the aviation industry to contribute in operational excellence and enhance passenger experience.

ACADEMIC QUALIFICATION

Bachelor of Business Administration (BBA) – Aviation & International Tourism

Key Course Work- International Hospitality Management, International Air Ticketing & Fare Construction, Travel Agency & Tour Operations, MICE Tourism, Business Management, Geography, Global Tourism, Cargo & Ground Staff Handling
Graduated From SBRR Pooja Bhagavat Memorial Mahajana Education Centre, Mysore, Karnataka, India (CGPA 80%)
Higher Secondary Education – Commerce
From S.S. Jain School, Punjab Board

WORK HISTORY

Company : BIT AGENCY MYSORE, INDIA
Position : TOURISM & TRAVEL CONSULTANT
Duration : 2024-2025

Company : TRAVEL INDIA EXPLORE MYSORE, INDIA
Position : TOURISM & TRAVEL CONSULTANT
Duration : 2024 APRIL- JUNE

Responsibilities:

- Assist clients in booking international and domestic travel services, including flight reservations, itinerary planning, and visa assistance.
- Manage customer inquiries and provide excellent customer service to enhance brand reputation.
- Coordinate with airlines, hotels, and tour operators to ensure seamless travel experiences for clients.

Certificates:

- Travel India Explore Certification – Understanding global tourism trends and travel management.
- Bharat International Travel Agency