**Suresh Kumar. C**

C 14, IIIrd Cross Street, Shastri Nagar,

Adyar, Chennai – 600 020.

Email id : sureshk2816@gmail.com Mobile: 7358297079

**OBJECTIVE:**

To obtain and secure a position that will enable me to use my organizational skills, my ability to work well with people, quick learning skills, and to have the opportunity to learn and improve my skills for the better.

**EDUCATIONAL QUALIFICATIONS:**

* Bachelor of Commerce (2004 – 2007)

The New College, Chennai.

* Higher Secondary 2004

Savitri Ammal Oriental Hr. Sec. School, Chennai.

* S.S.L.C. 2002

Savitri Ammal Oriental Hr. Sec. School, Chennai.

**OTHER QUALIFICATIONS:**

* Diploma in International Airlines and Travel Management.
* MS Office
* Tally version 9.0

**WORK EXPERIENCE:**

**Presently working at : Tagros Chemicals India Limited**

**Designation : Admin Executive (Travel Desk)**

**ROLES & RESPONSIBILITIES**

* Expert in UK business Visa and work permit stamping Processing and providing customer satisfaction, help them in getting the visas successfully .
* Briefing the clients in the documentation part and the challenges facing in the consulate.
* Handling any kind of escalations in the client level and consulate by providing solution for the issues.
* Handling Corporate Clients end to end process.
* Handling a team domestic and international ticket issuance(Direct Airline site).
* Handling Company accounts in Infozeal CRS.
* Handling Hotel bookings domestic and international.
* Handling vendor payment clearance.
* Maintaining company credit card swipes and and filing.
* Handling Cab booking for the client who is coming from onsite.
* Handling admin works vendor payment clearance and other admin works.
* Handling housekeeping attendance.
* Stay and house accomadation with the relocating staff.
* Maintaining stationary items each departments.

**PREVIOUS WORK EXPERIENCE:**

* Worked as Commercial Department in **“**AIR INDIA**”** at Chennai Airport for 12 months
* Worked in Maran Travels for 4 years as senior counter staff.
* Worked in HCL Technologies for 2 years as Customer Support Executive.
* Worked in Fernweh Holidays Pvt Ltd from Aug 2015 to Aug 2019.

**STRENGTHS:**

* Hard working person.
* Good team player.
* Good communication skills.
* Self responsible and self disciplined.
* Flexible and optimistic.
* Willing to learn new things.

**PERSONAL DETAILS:**

Nationality : Indian.

Date of birth : 28.09.1986.

Father’s Name : G. Chandrasekar.

**LANGUAGES KNOWN:**

Read : English, Tamil.

Write : English, Tamil.

Speak : English, Tamil.

**DECLARATION:**

I hereby declare that all the above information’s are true and can produce needed certificates any time wanted.

Thanking you, Sincerely,

Date: Suresh kumar. C