Bhupinder

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Address: House No. 634, Sector-14, Gurgaon-122001

**Professional Summary**

Skilled Travel Coordinator & Visa Immigration professional has a solid understanding of Visa requirements, Flight booking (Domestic & International), Hotel Booking, Forex arrangement, International SIM arrangement, Apartment Booking, Travel Insurance and as well as Ground transportation (Domestic & International). Has good knowledge of all issues and visa policies & procedure. Possess a bachelor’s degree and 5 years of experience of Travel domain and as well as administration work also.

Skilled in Office Management, Administration task, record keeping of office, Front desk management, preparing PO, Stationary distribution, keeping records of stationary, planning events & other activities in office, vendor management, housekeeping staff management etc.

**Core Qualification:**

Good Knowledge of Immigration and visa requirements.

Good flexibility allowing for telephone communication with International assignees despite time zone difference.

Strong ability to work both independently as well as on the team. Extensive experience with both International and Domestic travel booking, hotel booking and as well as apartment bookings.

Good Knowledge of Excel i.e. Present date in Visual format, Analyze the data in excel.

Good knowledge of Administration as well Generating the PO, Invoice Checking, Office Control, Stationary Distributions and Keeping records of the same, maintain records of visitor and as well as keep the track of attendance register along with visitor register.

**Experience:**

**AbsolutData Research & Analytics Solutions Pvt. Ltd.** Dec 2019 – June 2020

**Associate Specialist** Gurgaon – India

* Booking International & Domestic flight as per Business and Project requirements.
* Booking Hotel & apartment Domestic & International as well.
* Applying for US Visas (B1/B2), Canada Visa (B1, Visitor), South Africa Visa (11(2), China Business Visa, UK Business Visa, Germany Business Visa, Africa, Singapore, Malaysia etc. and as well preparing the supporting documents for the same.
* Comparing the vendor fare with online portal fare as well i.e. research for alternate/optimal travel alternatives and book the employee flight ticket accordingly.
* Take point on reviewing and recommending the travel policies & procedures.
* Raising Forex request also with help of Finance team.
* Help the HR & Finance team to finalize the per diem amount for nee country travels.
* Coordinating with dealers, suppliers and different vendors for stationary, travel booking, hotel booking etc.
* Assisting the admin manager in planning and executing the events and other activities in organization.

**Carlson Wagonlit Travel** August 2019 –Dec. 19

**Senior Travel Counsellor** Gurgaon – India

* Handling the Corporate client (Accenture India) i.e. Accenture Travel Desk help their employee to finalize their itinerary for their international business trips.
* Handling the Business Class and First-class corporate traveler.
* Listing the Query regarding the booking of their International official trip which is payable by their company.
* Majorly focus on priority airline to achieve company goals and revenue as well.
* Assist the Traveler for the existing booking Cancellation, Changes, Refund Concern etc.
* Working on International itinerary and checking the best available fare in Company/Corporate preferred airline.

**Essex Lake Group, LLC**  September 2018 –Aug 2019

**Travel Coordinator** Gurgaon – India

* Booking International & Domestic flight as per Business and Project requirements.
* Booking Hotel & apartment Domestic & International as well.
* Applying for US Visas (B1/B2), Canada Visa (B1, Visitor), South Africa Visa (11(2), China Business Visa, UK Business Visa, Germany Business Visa and as well preparing the supporting documents for the same.
* Comparing the vendor fare with online portal fare as well i.e. research for alternate/optimal travel alternatives and book the employee flight ticket accordingly.
* Take point on reviewing and recommending the travel policies & procedures.
* Blocking the Calendar of Senior Management people which includes their flight, hotel and cab information.
* Working on all invoices from vendor ad ensure the accuracy of invoices received from vendors.
* Helping the HR team in on-boarding of new joined and as well as in off-boarding of employee.
* Distribute the stationary as per requirement and keeping the record of the same.
* Checking the availability of stationary and other required things and ordering them.
* Coordinating with dealers, suppliers and different vendors for stationary, travel booking, hotel booking etc.
* Assisting the admin manager in planning and executing the events and other activities in organization.
* Managing the housekeeping and security guard staff’s data and duties.

**Carlson Wagonlit Travel** May 2016-September 2018

**Senior Travel Counsellor** Gurgaon – India

* Handling the Corporate client (Accenture India) i.e. Accenture Travel Desk help their employee to finalize their itinerary for their international business trips.
* Listing the Query regarding the booking of their International official trip which is payable by their company.
* Majorly focus on priority airline to achieve company goals and revenue as well.
* Assist the Traveler for the existing booking Cancellation, Changes, Refund Concern etc.
* Working on International itinerary and checking the best available fare in Company/Corporate preferred airline.

**Yatra Online Pvt. Ltd** Nov 2014 – May 2016

**Travel Service Consultant** Gurgaon – India

* Listening the Customer query regarding the Booking which they booked with Yatra.com
* Maintaining and developing relationship with Customer so they come back or the Booking and give the revenue to Yatra.com
* Working on Amadeus (Travel Booking Tool) and ADT (Travel Booking for LCC Booking).
* Assist the Passenger for the existing booking for the Cancellation, Changes of the Flight, Refund concern etc.

**Education**

Bachelor of Technology – Computer Science 2008-2012

Kurukshetra University Haryana College of Technology & Management

**Personal Profile:**

Date of Birth: 20th May 1990

Language Known: English, Hindi & Punjabi

Permanent Address: Gali No. 5, Balaji Colony Karnal Road, Kaithal (Haryana).