

Sanyo Varghese

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OBJECTIVE

- To achieve professional excellence through integrity and smart work.
- Work in challenging environment and enhance my skills by learning new technology constantly, to be competent enough in this changing world.

PERSONAL DETAILS

Address :- E Old 301, Sonam Bharti Chs Phase 1, Golden Nest, Mira Bhayander Road, Bhayander-East, Thane, India - 401105

Date Of Birth :- 04th September 1990

Gender :- Male

Marital Status :- Married

Language Known:- English, Hindi, Marathi

Total Experience: 6YRS & 7 MONTHS

EMPLOYMENT HISTORY

Work Place :- Meditech Engineering
From :- Oct 2020 – till date

(Helping in Dad's business)

- Looking after manpower
- Handling daily operations
- Handling production activities in the factory
- Liaising with vendors and suppliers
- Handling delivery of finished products
- Managing customers

Work Place :- Star Tours Private Limited
From :- November 2016 – October 2020
Designation :- Operations Executive

- Arrange tours for UK and Europe, hotel bookings and transfers
- Bookings for tickets, making documentation for customers
- Co-ordinate with support functions and taking their regular feedbacks.
- Trained on Galileo booking system
- Worked and trained the teams in UK for 3 months & supported office operations and tour Management
- Mentor the documentation and Providing Trainings for Freshers.
- Conducting Training Session when required.
- Contracting with 3 to 5 Star properties
- Negotiating with properties and finding best contract as per the company's Requirements.
- Dealing with UK, Scotland and European Customers Clients and Dealers.

Work Place :- Thomas Cook India Limited

From :- January 2016 – September 2016

Designation :- CRE Visa & Passport Services

- Handling corporate business clients
- Help clients with visa documentation
- Documents scrutiny for visa applications received from travel desk
- Booking appointments for clients for visa application submission with VFS/Consulate
- Handle queries through emails
- Back up for implant staff

Work Place :- VFS Global Services Private Limited

From :- June 2015 – December 2015

Designation :- Officer Operations

(VFS – Canada Visa Application Centre, Mumbai)

- Back-up for Deputy Manager
- Documents acceptance, scrutiny and data entry
- Auditing applications and data entry
- Handling customer queries
- Accounts and reports
- Liaising with support functions for smooth functioning of the process
- Maintaining reports as per mission's requirement
- To maintain SLA's of mission
- To train staff on process and new process changes
- To train new joiners on floor

Work Place :- Meditech Engineering

From :- February 2015 – May 2015

(Helping in Dad's business)

- Looking after manpower
- Handling daily operations
- Handling production activities in the factory
- Liaising with vendors and suppliers
- Handling delivery of finished products
- Managing customers

Work Place :- VFS Global Services Private Limited

From :- May 2013 – January 2015

Designation:- Officer Operations

(VFS – Canada Visa Application Centre, Mumbai)

- Back-up for Operations Manager
- Documents acceptance, scrutiny and data entry
- Auditing applications and data entry
- Handling customer queries
- Cash handling and tally
- Liaising with support functions for smooth functioning of the process
- Maintaining reports as per mission requirement
- To maintain SLA's of mission
- To train staff on process and new process changes
- To train new joiners on floor

ACADEMICS

Courses / Qualifications	University / Institute	Passing Year
B.A. (Sociology)	Vinayaka Missions	2016
HSC	Delhi Board	2009
SSC	Delhi Board	2007

TECHNICAL EDUCATION

TECHNICAL/EDUCATION Course	Course	Institute	Place	Year Of
Computer Hardware & Networking	Networking	Jet King	Borivali, Mumbai	Dec-09

COMPUTER KNOWLEDGE

Courses	Tally 9.0, MSCIT
Known Operating System	XP ,Linux

TRAININGS

Customer Handling, Personal Development, Value Added Services Promotion

Place: Mumbai

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