**Resume Summary**

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| **Sriram Sankaranarayanan**  **Shree Swamikurpa CHS, Phase-1**  **Flat no. 3/302, Dhokali, Kolshet Road,**  **Near TMC sports complex,**  **THANE – 400607 Maharashtra - INDIA**  **Contact No.: +91 9892187705**  **Email:** [**sriram1086@gmail.com**](mailto:sriram1086@gmail.com) |  |

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| ***Objective*** | * **To seek a suitable and challenging position in any esteemed organization where I have the opportunity to prove my professional abilities and realize my career goals.** |

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| ***Educational Qualifications*** | * **BACHELORS OF SCIENCE (GENERAL) from EIILM University. (2010)** * **IATA CERTIFICATION IN TRAVEL AND TOURISM** * **6 Years of experience handling travel corporate sales**. * **Basic knowledge in MS Word and MS Excel.** |
| ***Professional***  ***Experience*** | **Organization: Sterling Talent Solutions, Thane**  **Designation: Specialist – Public Records**  **Duration: December 2021 – Present**  **Job Profile:** Scan profiles of newly on boarded job applicants. Perform background verifications of applicants like; criminal checks, education records, professional history of candidates using various in-line tools. Experience on CRM software and data entry on multiple platforms.  Provide background verification reports to clients on a time manner with TAT and top quality.  **Organization: CLEARTRIP TOURS AND TRAVELS PRIVATE LIMITED, MUMBAI**  **Designation: Travel Consultant – Corporate Sales**  **Duration: January 2015 – April 2020**  **Key responsibilities:**   * Handling corporate clients and passengers for end-to-end air ticketing and hotel bookings - Single/double rooms as per requirement. * Assisting passengers with Air fares quote, ticketing and refunds for domestic and international routes on Amadeus GDS and hotel booking through the portals. Creating PNRs, ticket issuance, re-issuance, cancellations. * Hands on experience in Free independent travel (FIT) and Group Inclusive tour (GIT) Manage pre-flight check-ins. Hotel rooms check-in, change in date and cancellation. Working with sales team which is customer focused to provide best possible service to clients. |
| ***Hobbies*** | Football, Cricket, Travel & Photography |
| ***Languages Known*** | English, Hindi, Tamil, Marathi |
| ***Competencies*** | Keen and Quick learner, Disciplined, Responsible, Problem solving and Flexible. |
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