**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** |  |

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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.**
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| ***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.
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| ***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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