
Destination Representative Resume

Job Objective

Seeking the opportunity to utilize my skills as an experienced Destination Representative while helping company excel and meet long-term goals.

Highlights of Qualifications:

- Remarkable experience in Destinations Services & Consumer Service in the hospitality industry
 - Ability to answer questions on rates, hotel facilities, services and special promotions
 - Proficient with MS Office applications
 - Ability to handle stressful situations in a calm, professional manner
 - Ability to handle multiple tasks and amazing problem solver
 - Sound Airline Reservation System capabilities
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Professional Experience:

Destination Representative
Jet Airways, Charlotte NC
November 2006 – Present

- Handled greetings on flight day and smoothened airport procedures.
 - Formulated arrival/departure report for every flight and coordinated with ground handler for each arrival and departure.
 - Conducted site inspections instructed by the Product department as well as handled customer queries and formulated incident report.
 - Delegated to issue supplier vouchers and deliver cheques to hotels as well as collected payment for extensions.
 - Coordinated in Aloha VIP Tours breakfast briefings.
 - Managed inventory for local office supplies.
 - Efficiently assisted the Harmony Airways Station Manager in case of a delay.
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Education:

Bachelor's Degree In Business
Maria College, Albany, NY

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