



AISWARYA KALLIYATTIL
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PROFILE SUMMARY

To reach an ultimate goal of leading team of experts and deliver a quality of work with the inspired service and build a reputation as per the goal

SKILLS

- Effective Team player
- Analytical and Reporting skills
- Constructive Client Management
- I.T. skills (MS Office, Word, Excel, Power point)
- Problem Solving Skills
- Presentation Skills
- Communication Skills
- Co-ordination of various events

EDUCATIONAL QUALIFICATIONS

- BA Arts –DR CV Raman University (2011)
- Higher Secondary- Kerala Board (2006)
- Tenth –Kerala Board (2004)

PROFESSIONAL QUALIFICATIONS

- Diploma In Aviation , Hospitality & Travel Management

PERSONAL DETAILS

Visa Status : Visit Visa
Visa Entry : Dec -02- 2023
Date of Birth : 30-May-1987
Marital Status : Married
Nationality : Indian

JOB OBJECTIVE

Experienced specialist with demonstrate history of working in the hospitality industry. Skilled in Purchase Office Operation management, Airlines, Administration with a great attitude of success.

WORK EXPERIENCES

2018-2021 Procurement & Admin Executive , Group ,Qatar

- Procuring, expedite and schedule deliveries of materials and services to the job site.
- Negotiating pricing and contract terms and conditions with subcontractors and suppliers.
- Issuing purchase orders for procurement and expedition of materials and equipment for jobs.
- Increasing purchasing proficiencies by reviewing requisitions for clarity, compliance, detail and obtained additional information when necessary.
- Establishing new relationships with subcontractors and suppliers to ensure adequate resources for all projects and to continually improve pricing and quality of work.

2015 - 2018 , Office Administration ,Faiha Cleaning and Hospitality, Qatar

- Scheduled and performed candidate interviews and drafted offer letters and employee agreements.
- Administered all paper works and provided good service to all departments.
- Worked with legal teams to update policies and procedures for the employee handbooks.
- Updating database with correct details and filling information

2012 - 2015 , Travel Consultant ,Atlas Tours & travels - Abu Dhabi

- Promoting tours and travel packages on behalf of resorts, travel groups and cruise lines
- Invoicing customers for due payments
- Resolving scheduling conflicts and other issues as they come up
- Selling holiday insurance plans to travelers
- Replenishing travel brochures and promotional materials
- Handling vendor and traveler phone calls

2010 - 2012 , Holiday Consultant Nokba Travels - Qatar

- Help clients identify their ideal travel package based on their suggests and requirements.
- Regularly maintain a good relationship with our customers.
- Sell the appropriate tour package to the right customer.
- Negotiate any customizations or modifications
- Resolve any problem that arises regarding the trip for the customer.
- Regularly update a database containing client details and their travel information.
- Reach the sales and revenue targets.

