

Travel Consultant - Ticketing Department

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Company: Trust Travel and Tours Pvt. Ltd.

Location: mumbai

Category: other-general

This is a full-time on-site role for a Flight Ticketing Executive at Trust Travel and Tours Pvt. Ltd. in Mumbai. The Travel Executive will be responsible for flight ticket planning, ticket booking and communication with existing Marine and Corporate clients. *Please note, contact hiring manager with your CV as directed below for a faster response. Contact: Kindly send your CV to Mr. Sanjeev Lala on fort@trusttravel.in / lala@trusttravel.in

Responsibilities:

- 1) Flight reservations and booking of Corporate and Marine clients.
- 2) Knowledge of optimal travel routing based on clients flight requirements.
- 3) Proficient usage of flight booking GDS platforms like Amadeus and Galileo.
- 4) Should be able to resolve queries in regards to Issuance, refunds etc.
- 5) Handling calls, emails and assisting the clients regarding their flight requirements.
- 6) Ensure prompt responses and timely bookings of all international & domestic airline tickets.

Desired Profile of the Candidate:

- 1) Previous relevant experience in flight booking (domestic and/or international)
- 2) Good Knowledge of MS Office.
- 3) Dedicated and committed to the job with a positive attitude towards clients and work.
- 4) Excellent communication skills (written & verbal)
- 5) Flexible in doing shifts.
- 6) Ability and willingness to work in a multi-tasking environment.
- 7) Should have a pleasant personality, hardworking, reliable and must possess aptitude to learn.

Qualification: HSC / Graduate

Work Experience (Desired but not required): 2+ Years

Company Description: Trust Travel and Tours Pvt. Ltd. is an IATA accredited travel agency based in Mumbai, India. The company has been providing reliable and trustworthy services to marine and corporate clients since 1984. Trust Travel is known for its expertise and personalized services in the travel industry and we have built an excellent rapport with airline personnel at all levels, ensuring efficient and effective service for

our clients. Services includes Airline ticketing, Travel insurance, Visa Services, Hotel Bookings, Domestic / International Tours, Conferences / Incentive Tours.

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