



SACHU SEBASTIAN

Operation Executive

WORK EXPERIENCE

Operation Executive

2023 -2024

ALTAJ & RETAJ TOURS TRANSPORT LLC

- Directing and escalating inquiries to the appropriate individuals and departments
- Following up on client inquiries and providing the necessary vehicles for respective tasks
- Proficient in reservation systems, including adding bookings to the company database and verifying all emails to ensure timely responses
- Serving as an airport coordinator, managing events, and ensuring guest satisfaction during arrivals for both large buses and smaller vehicles

Customer service Supervisor & operations Coordinator

2020-2023

GOLDEN KEY CONSTRUCTION PVT LTD

Monitor the progress of ongoing tasks, examine the specifics of the materials, and supervise the workers at the designated project site. Additionally, document daily material details and track the purchase of raw materials. communicate organisational needs, oversee employees' performance, provide guidance, support, identify development needs, and manage the reciprocal relationship between staff and the organization

Sales Executive (Tourism)

2019 -2020

ALHIND TOURS & TRAVELS | KOCHI

Engaging in sales through the ALHIND portal involves connecting with new clients and closing deals. Your focus should be on generating daily leads and targeting specific clients.

PROJECTS

Individual Project – MBA

Study of Technological Development in soft services in Facility Management in Bangalore. (PGRC-08-2022-7188 V1)

Group Project - MBA

Case Study on Operations Modalities of Mitti Cafe- Run by Specially Challenged People.

DECLARATION

I hereby declare that the above details are true and correct to the best of my knowledge and belief.

Place: Dubai

SACHU SEBASTIAN

CONTACT ME

+971 502486109

Sachusebastiank@gmail.com

Dubai , UAE

EDUCATION

MBA IN HOSPITALITY MANAGEMENT

M.S Ramaiah university of applied sciences
Feb-2023

BSC AIRLINE TOURISM AND HOSPITALITY
Chavera institute kochi

May - 2019

SKILLS

- Ms office
- Ms Excel
- Outlook

PERSONAL DATA

Date of Birth: 18/06/1998

Nationality: Indian

Religion: Christian

Marital Status: Single

Languages: English, Malayalam, Hindi

Passport No: T6669196