



PADMA KUMAR S.V
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OBJECTIVES:

To engage myself in a career with challenges that will bring out the best of my ability and skills which will mutual benefits the growth of the organization as well as myself.

PROFESSIONAL EXPERIENCE

A) 15-07-2017 – Till Present

**The Bus Connection LLC Dubai , United Arab Emirates – as
Operations Supervisor** (Salary Drawing – AED 6000.00/)

Responsibilities :

- Report directly to the Operations Manager
- Responsible for handling and arranging Inbound Land Arrangement
- Responsible for providing duty chart lists to all chauffeurs
- Maintaining track record of vehicle movements
- Follow up with chauffeurs
- Assigning daily duty schedules (FIT & Groups)
- After all reporting to top level management on weekly basis.

B) 23-11-2012 – 04-10-2016

AVIS Oman (A division of Zahara Travel and Services Beareu LLC Oman) –as Logistics Executive

Responsibilities :

- Report directly to the Manager –Avis Oman
- Responsible for handling and arranging Transportation at Shangri la Baar Al Jissah Resort and Spa
- Arrangement of transportation (arrival / departure / inter hotel / chauffeur drive) as per the requests from hotel on a daily basis
- Responsible for providing duty chart lists for the drivers on daily basis
- Maintaining a track record of Vehicles services, repairs and accident vehicles
- Allocation of appropriate vehicles to the drivers
- Handling the Car rental services to the guests as per the requests
- Preparation of Overtime details for Freelancers and submitted to Accounts for processing
- Preparation of Invoices and its submission.
- Above all sending a detailed report on daily activity to the top level management

C) 01-07-2008 - 11- 09-2012

Orient Tours LLC, Sharjah as Operations Executive / Transportation In Charge

Responsibilities :

- Reported directly to the Operations Manager.
- Responsible for providing tour arrangements, local tour and activities as well as financial services for inbound tours
- Planned, described, arranged and sold tour packages
- Responsible for arranging all the requirements (meet and greet assists, airport assistance, transportations arrangements,
- Providing visa, providing all the details about the country) for the guests
- Applying and issuing Online tourists Visa for the guests if required before the arrival date
- Responsible for co – ordination with Guests / Guide / Drivers
- Responsible for providing duty chart lists for the drivers on daily basis
- Confirming and booking the tours for the guests as per their requests

- Responsible for informing the guests about the tour timings pick up timings for the airport transfers at time of arrival of the guests to the country.
- Monitoring Daily Movements of the Vehicles
- Checking all vehicles conditions
- Maintaining a track record of Vehicles services, repairs and accident vehicles
- Allocation of appropriate vehicles to the drivers
- Informing to the Mechanic departments about the vehicles repairs as informed by the drivers
- For accident vehicles, make necessary arrangements for getting repaired from the workshops
- Making necessary arrangements for new vehicles like Salik cards, petrol cards, reflectors etc.
- Making co – ordination with mechanical departments
- Giving time to time advise to the mechanical department regarding the vehicles services and repairs.
- Above all sending detailed report to the top level management regarding the vehicle movements, conditions, repairs and accessories on a weekly basis.

B) 2003 – 2008 – Information Supervisor – Kerala Tourism Department (International Airport Trivandrum)

Responsibilities:

- Meet and Greet assistance for the VIP Government Officials on behalf of Kerala Tourism Department at Airport
- Responsible for providing all the necessary informations / giving Brochures / Leaflets/ Pamphlets to the tourists coming to visit kerala and explain them in details and answer all the queries.
- Responsible for arranging transportations/ accommodations/ tour programmes as per the taste of the tourists.
- Responsible for providing proper guidance for both international and domestic tourists.

EDUCATIONAL QUALIFICATIONS

- Master of Tourism Administration (M T A) from Kerala University – 2003 – 2005
- Bachelors Degree in Tourism and Travel Management from Kerala University (1999 – 2002)

ADDITIONAL QUALIFICATIONS

- Completed the Computer Reservations System – Airlines (AMEDEUS) from Kerala on 2002.
- Experienced in using Microsoft office (Word, Excel, PowerPoint) , Windows 7

LANGUAGES KNOWN

English, Hindi, Tamil, Malayalam, German (Beginner)

STRENGTH

- * Positive attitude and Enthusiastic team work
- * Hardworking, Sincere and loyal, committed
- * Good Interpersonal and communication skill
- * Good team player
- * Ability to handle crush situation and adapt to any environment
- * Capacity to evaluate self

References:

1. Name - Ms. Grace
Designation: - Operations Manager
Company: - The Bus Connection LLC, Dubai, UAE
Contact No. - +971 4 2522270 (Extn. 804)
2. Name - Mr. Mohammed Ali
Designation: EX – Operations Director, Dubai, UAE
Company: Orient Tours LLC
Contact No + 91 96881 05170

Personal Details

Date of Birth	- 12-05-1982
Nationality	- Indian
Passport No.	- G 7361252
Sex	- Male
Marital Status	- Single
Visa Status	- Resident (Transferable)

Declaration

I here by declare that the information given above is true and correct to the best of my knowledge.

PADMA KUMAR S.V