

Candidate Report

AC Technician

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Generated on 10/24/2026 at 9:32:21 PM

MOHAMMED YOUNUS

CAND-000011

Role: Senior Sales Executive / Trip Plan Advisor / Telecaller **Company:** Let's Tour Private Limited

Experience: 6 years

Contact Information

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Location

Chennai, Tamil Nadu

Professional Information

Current Company

Let's Tour Private Limited

Current Job Title

Senior Sales Executive / Trip Plan Advisor / Telecaller

Total Experience

6 years

Skills

Travel & Tour Planning

Sales & Customer Handling

Telecalling & Follow-up

Customer Service

Data Entry

Documentation & Filing

Booking Coordination

Hotel & Cab Coordination

MS Office

Communication Skills

Team Coordination

Education

- Diploma

Kumaran Polytechnic institute & college

- **SSLC**

NAIL RITUALS ACADEMY & SCHOOL

Languages

Hindi

Tamil

English

Urdu

Telugu

Employment History

- **Senior Sales Executive / Trip Plan Advisor / Telecaller**

Let's Tour Private Limited

1/1/2024 - Present

Handled customer enquiries and travel-related requirements. Prepared customized trip plans and tour packages. Managed sales calls and customer follow-ups. Coordinated hotel, cab, sightseeing, and travel arrangements. Maintained customer and booking records through data entry. Assisted customers throughout the booking and travel process

- **Data Entry / Documentation / Filing / Medical Records**

JGSC Clinic, Kuwait

1/1/2021 - 1/1/2024

Maintained and updated records and databases. Prepared and organized documents. Managed filing and documentation activities. Handled medical records and maintained confidentiality. Performed regular data entry and administrative support

- **Sales Executive & Telecaller**

Poilet Tours & Travels, Chennai

1/1/2020 - 1/1/2021

Handled customer enquiries through calls. Promoted travel packages and services. Followed up with prospective customers. Assisted customers with travel requirements

- **Collection Executive**

Bajaj Finance, Chennai

1/1/2018 - 1/1/2019

Handled customer collections and follow-ups. Maintained customer payment records. Communicated professionally with customers regarding payments

Position Requirements