RADHIKA BJÖRN RANNIG  
 GERMAN LINGUIST

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| --- | --- |
| Master of Arts (Germanistik)  German language Courses | 61% |
| A 1 | 94% |
| A2 | 77% |
| B1 | 75 |
| B2.1 | Certified |
| B2.2 | 61 % |

* MASTER OF ARTS -   
  KARNATAK UNIVERSITY, DHARWAD
* GERMAN LANGUAGE COURSES   
  A1 – B2.2   
  FROM MAX MUELLER BHAVAN  
  (Goethe Institute), PUNE

EDUCATION:

* ADVANCED DIPLOMA IN AVIATION MANAGEMENT ‘A’ Grade 74% 351/500
* SABRE CRS (Certification)
* XII DB DADAWALA JUNIOR COLLEGE (Pune)  
  65.17%
* STD VII – STD X   
  VIKHE PATIL MEMORIAL HIGHSCHOOL(Pune)  
  61.33%
* STD I – STD VI   
  SINDHU VIDYA BHAVAN

**LEADERSHIP:**   
  
Trained by Air India, National Marketing Division (NMD) Mumbai along with Trade Wings Institute, Bangalore to train Travel Agents to use Sabre Software and worked as a Trainer at the age of 18.

* Have managed an entire Department (Guest Services) whilst in Hospitality   
  Industry
* Managed business for an entire tier 2 City for an Airline.
* Worked a Trainer & Translator for a Corporate.

**December 2019 – October 2020  
German Trainer**

Responsibilities:

* To conduct classes
* To have a teaching plan
* To prepare Notes
* Thorough explanation of Grammar topics
* To conduct regular assessment Tests

**2017 – 2019   
Freelance Translator (Wordpar & Amplexor)**Translated a volume of 310 Pages + 45 Documents

* To translate documents /contracts  
  German to English & vice- versa
* To abstract information from German documents.

**July 2019 – December 2020**

**German Translator (Contract Job). Client Site (Vodafone)**

Responsibilities:

* To translate documents ( German to English & vice-versa)
* To conduct Trainings
* To participate in key communication with German clients (also as an Interpreter.
* To be a German language resource for the design team.

**2013 – 2019 Education**Educated myself certifying myself as a German language professional.

**14th December 2010 – 5th January 2012  
Go air - Asst.City Manager (Pune)**

Responsibilities:

* To take care of Reservations
* Marketing Online Products/Offers
* Understanding market demand and help introduce flights for sectors in demand.
* Handling all travel agent in Pune by help meeting their business requirement by offering attractive fares as well as upselling and understanding Market demand.
* Taking care of sales
* Responsible for overall Business

**2005 – 2006  
Levi Strauss - Marketing Department**

Responsibilities:

* To support a team of 45
* To work on Presentations
* To organize Fashion shows & Line Presentations
* To work on budgets
* To share fashion and market trends with Designers
* To generate sales reports with the help of software

**September 2010 – November 2010  
Volkswagen – PRO**  
 Responsibilities:

* To assist PR Manager
* To work on Presentations
* To assist in organizing events.
* To raise invoices
* To take care of travel requests

**March 2004 – July 2004  
summer job – Le Meridien, Kovalam - Guest Services**

**October 2003 – March 2004   
Poovar Island Resort – Guest Services (Contract job)  
  
October 2002 – October 2003   
Royal Orchid Hotel , Bangalore – Guest Services**  
   
 Responsibilities:

* To take care of Reservations
* Checking rooms prior to arrival
* Meet guests on arrival follow arrival procedures
* Taking care of FITs as well as Groups on arrival: check in and other formalities.
* Taking care of billing at the time of departure.
* Maintaining guest history
* Getting guest feedback at the time of departure.
* Communicating with guests on birthdays and anniversaries.
* Assisting corporates with all requirement s during conferences.
* Generally take care of the entire hotel and all guests areas.
* Meeting guests during breakfast, lunch and dinner.

**16th March 2001 – August 2001**

**Internship – Air India, National Marketing Division tie – up with Trade Wings Institute of Management, Bangalore (Certified)**

Responsibilities:

* Training new reservation staff to use reservations software.
* Training travel agents to use reservations software
* Working as customer support executive to support all Sabre users globally
* Visiting travel agents regularly to understand their training needs and other concerns as they continue to use Sabre Reservation software
* Clearing the cue of reservations in Sabre reservations system.

“I believe in integrity and honesty and do my job with dedication and commitment”

* Radhika Björn Rannig