

**A REPUTED  
COMPANY**

## **Executive Officer**

- **Vacancy for:** 1
- **Posted on:** May 21, 2018
- **Deadline:** May 28, 2018, 6:10 p.m.

### **Basic Job Information**

Job Category : Hospitality > Hospitality/ Travel/ Ticketing/ Tour  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu, Central Development Region, Nepal  
Offered Salary : NRs. 10,000.00 - 20,000.00 Monthly

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### **Job Specification**

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### **Other Specification**

- Graduate / Post Graduate with Basic Computer Knowledge.
  - IATA/UFTAA, Knowledge an advantage.
  - Experience in Travel / Hospitality is an added advantage.
  - Knowledge of Local language is mandatory.
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### **Job Description**

- Handling Functional Queries on Amadeus relating to Reservations, Ticketing, PNRs, Cars, and Hotels etc.
  - Handling the Technical Trouble shooting queries related to Hardware and Software problems of Subscribers.
  - Preparation of reports, Offline Troubleshooting & Liaison with subscribers and service providers
  - Any other tasks and duties as may be required by time to time
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### **Applying Procedure**

Apply Link : <https://merojob.com/executive-3/>

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