



Registered Office: 277, Plot No 56, Amarpali CGHS, Indraprastha Extension, New Delhi 110092

**OFFER LETTER FOR THE POST OF TRAVEL CONSULTANT**

**Dear Mr. Prabhu G. Dharme,**  
Bhaji Mandi, Goraksh Nagar, TQ- Paithan,  
Bidkin, Aurangabad 431105  
Adhaar Card No: 305867740180

**Welcome you on board**

1. I take the pleasure of offering you the position of **TRAVEL CONSULTANT AT TRAVOINSPIRE GLOBAL PVT. LTD** on the terms and conditions listed below in the following pages. The Profile will cover the following verticals: - MICE, Sales, Operations, handling groups, Visa, Ticketing, Meeting Clients, Business Development or any which company feels the need of time related to MICE and Travel. Online training will be provided to you for each work.

**(a) Role**

- Corporate ticketing- maintaining timeline and pricing in consultation with Reporting head.
- Individual ticketing, Group ticketing (using various tools, Amadeus, Galileo etc.)
- Invoice making of all ticketing, maintaining payment and received invoice loop against ticketing and brief accountant whenever required.
- Handle clientele end to end (New lead, follow-up, payment etc.)
- Handle ticketing process from booking to refund (cancellations, reissuance, refunds)
- One to one contact with domestic/international airlines for stocking, capping and any other requirement.
- Ensuring BSP/ payment link working all the time.
- Full know how of Marine airfares, booking, stock of ticketing through contacting airline, consolidator
- Business generation for air tkt booking
- Daily Mailer to clients for latest air tkt promotions
- **Apart from Ticketing you will also be responsible to work end to end for Itinerary making, Visa, packages for clientele whenever required.**

**NOTE: TO ENSURE SERVIABILITY / AVAILABILITY OF ALL AVILABLE GDS SYSTEMS AT ALL TIMES.**

Visit us: <https://www.travoinspire.com>  
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**(b) Responsibility**

- ❖ Training on ticketing - Online Training will be provided to you whenever its required.
- ❖ Work out on modalities to increase ticket sales by enhanced customer contact Keeping proper account of all the ticketing done and feedback
- ❖ Assist company in travel planning as and when travel starts.
- ❖ Assist company in building on new corporates on board for ticketing or travel (incentive will be offered).

2. Your annual compensation package is **Rs. 2,10,000 (Rs 17,500/- per month All Inclusive)**. Your appraisal will be done after 6 months. As per your performance you shall be appointed as permanent employee. Lock in period of work is 06 months minimum.

3. This is a work from home position. You should be in the possession of computer, WIFI connection and mobile phone with sim to make calls

**4. INCENTIVE POLICY**

Company has incentives in place to ensure a sense of achievement. This also provides a sense of achievement amongst the employees with remunerations. The incentive will be provided on the package only (not on individual flight query, Visa query, Hotel booking query) as mentioned below: -

- (a) On every new lead beside ticketing, you will be offered 10% of the net profit.
- (b) The best performer of the team will be provided FAM trip to India/Abroad annually.
- (c) Min ticketing of 30 tickets per day. Incentive of 25% of salary on crossing target by 50% and 50% percent of salary on crossing target by 100%. All incentives and targets to be calculated quarterly.
- (d) Retention Bonus of 10% of that time salary after completing 1 years of joining. 20% of that time salary after completing 2 years of joining and so on.
- (e) Additional target achievement from time to time will entail monetary bonus and performance certificate which will be announced time to time.



**5. Working Days\Time**

- (a) Working days are 6 days a week.
- (b) Monday to Saturday: 0930 hrs – 1900 hrs.
- (c) During work from home concept - If there is a work You have to be available any time for work.

**6. Leave Policy**

- (a) You are entitled to one leave monthly which makes a count of 12 leaves in a year except for public holidays.
- (b) No Leave shall be granted except the entitled leaves. If you require any leave above than 12 days in a year, the amount of those days leave will be deducted from your salary.
- (c) One leave can also be taken as a two half day leaves on the sole discretion of management.
- (d) More leave privileges will be added after completion of one year as an employee in the company.

**OTHER TERMS AND CONDITIONS OF APPOINTMENT**

**7. REPRESENTATIONS REGARDING QUALIFICATION AND EXPERIENCE**

Your appointment is solely based on your representation regarding your qualifications and experience, which the Company as relied upon. In case, at any point in time, your representation regarding your qualification and experience is found to be incorrect, you shall be liable for immediate termination without notice and without prejudice to all other rights of the Company. Further, you shall indemnify and hold the Company harmless from all costs, loss, and damages that may have caused to the Company due to such misrepresentation. By signing this letter, you also irrevocably consent to the Company initiating all necessary background checks as may be required during the course of your employment, either by the company or through any third party.



## **8. DUTIES AND RESPONSIBILITIES**

- (a) The Organization will expect you to work with a high standard of initiative, efficiency, and economy.
- (b) You will devote your entire time to the work of the Organization and will not undertake any Direct/indirect business or work; honorary or remuneration except with the written permission of the Management in each case.
- (c) You shall not seek membership in any local or public bodies without first obtaining written permission from the Organization.
- (d) You shall not give out to anyone during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our planning or other processes, technical know-how, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be your privilege to know by virtue of your being our employees.
- (e) You shall keep confidential all the information and material provided to you by TravOinspire or by its Clients concerning their affairs, to enable the Organization to perform the service. This excludes only such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the concerned Unit. Your obligation to keep such information confidential shall survive even on the termination or cancellation of the employment.
- (f) You will be responsible for the safekeeping and return in good condition and order of all the properties of the Organization, which may be in your use, custody, care or charge. For the loss of any property of the Organization in your possession, the Organization will have right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

## **9. DEPUTATION**

Your place of work is work from home initially for next 6 months due to COVID 19 but it will be Mumbai when situation improves, salary will be revised accordingly. Some of these assignments may require you to sign separate 'Service Agreements'. You will be liable to sign such agreements and abide by their conditions as required. Provisions of such 'Service Agreements' may override some of the terms of this letter.



**10. TERMINATION OF THE EMPLOYMENT**

The engagement period with the company is minimum one year as a permanent employee after which the notice period on resignation will be 2 months and salary of those two months will be paid on the day of release however such notice may be offset by unused leaves. Company can ask you to resign at any time with one-month notice. Also, TravOinspire has a right to break this notice period whenever wants.

**11. GENERAL**

(a) You will be governed by the Service Rules and Regulations including the conduct, discipline and appeal rules, administrative orders and any such other rules /Orders of the company

(b) You are appointed on the basis of your education and experience mentioned by you in your application /Personal Data Form. In case the facts mentioned therein are found to be incorrect, this will result in the termination of your appointment without any notice or salary in lieu thereof.

(c) The designation assigned will be subject to change depending on the work assignments from time to time

**12. DOCUMENTS**

You would be Submitting all digital copies of the following documents along with the offer acceptance letter: -

- (a) Passport
- (b) PAN card
- (c) Adhaar Card
- (d) High School certificate
- (e) All professional degree/ courses certificate
- (f) Digital passport size photograph
- (g) Permanent address
- (h) Present address



- (j) Two emergency contact numbers from your present address
- (k) Residence Proof (Electricity Bill, Telephone Bill, Gas Connection, Bank)
- (l) Last Joining Letter & Last Drawn Pay Slip.
- (m) Two references (senior to your appointment with Designation who are presently serving in that company).
- (n) Bank Account details for transferring the Salary is required  
(Salary of the previous month will be credited on 5<sup>th</sup> of every next month).

Looking forward to a long term and successful association.

With best wishes,

A handwritten signature in black ink that reads "Prerana Sharma".

Prerana Sharma  
Director

**TravOinspire Global Pvt Ltd**

**03 Oct 2021**

**(ACKNOWLEDGEMENT)**

**I hereby accept all above mentioned terms and conditions and accept the offer letter. I shall be joining the team from 04<sup>th</sup> Oct 2021.**

**Date**

**Sign  
(Name:  
Place:**