**RUKSAHR F.KHAN**

**155**

**E X E C U T IV E S U MM A R Y**

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To work in a vibrant environment as a team player where I can utilize my abilities in order to leverage my skills and knowledge to add up the value to the organization simultaneously growing with it.

**Q U A L II F II C A T II O N S**

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* **B.B.A** (Bachelor in Business Application) Currently pursuing B.B.A(2nd year) **2016**

(Distance education).

* **Higher Secondary** (COMMERCE) **2014**
* **Secondary**   **2012**

**C A R E E R S N A P S H O T**

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* **Customer Service Executive cum Administrative Assistant, Nov 2012 – June 2016**

tours and travel, Margao- Goa

* **Customer Service Executive cum Administrative Assistant, April 2010–April 2012**

 **Travel Mate** tours and travel, Aquem Margao- Goa

* **DATA ENTRY** **OPERATOR,** **Rural shores business ltd** **April 2012** **–** **June2012**

**IT SKILLS**

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* Completed short term course incomputer Softwarefrom **Quick Technology Computer Education.**
* Knowledge of computers, Literate in Microsoft office, Power Point, excel, Internet.
* Completed Galileo air ticketing course at **InterGlobe Enterprises**, Panjim –Goa.

**P E R S O N A L D E T A I L S**

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Nationality: Indian

Date of Birth: 17th July 1993

Marital Status: Single

Languages: English, Hindi & Marathi

**P R O V E N J O B R O L E**

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tours and travel as **Customer Service Executive cum Administrative Assistant** from **01/11/2012 till** **30/06/2016**

* Handled all the admin functions of the organization.
* Bookings done using Galileo software.
* Handling client queries with regards to air, rail bookings.
* Dealing with reservations by phone, e-mail, letter, fax or face-to-face.
* Air, rail, bus bookings done.
* Handling couriers services Domestic and International.
* Dealing with car rentals taxi services.
* Handled all office work like printing, bill making, scanning, preparing annual reports, keeping bank transaction records, and maintained ledger.
* Handled travel packages
* Foreign exchange, operated card swiping machine.
* Make note of the accommodation booking over the telephone. Enter details of the visitor's stay period, arrival and departure dates etc in the bookings register.
* Booking undertaken over telephone.
* Responsible to attend the incoming and outgoing calls of the organization.
* Dealing effectively with guest’s queries
* handled accounts of the Agency

**Travel Mate** tours and travel, Aquem Margao- Goa, from **01/04/2010** till **05/04/2012** as **Customer Service Executive cum Administrative Assistant.**

* Handled administration work of organization effectively.
* Handled all office work like printing, bill making, scanning, preparing annual reports, keeping bank transaction records, and maintained ledger.
* Make note of the accommodation booking over the telephone. Enter details of the visitor's stay period, arrival and departure dates etc in the bookings register.
* Booking undertaken over telephone.
* Responsible to attend the incoming and outgoing calls of the organization
* Reminder calls given to the customer with regards to flight , rail, bus , travel
* Dealing with reservations by phone, e-mail, letter, fax or face-to-face.
* Foreign exchange, operated card swiping machine.
* Dealing effectively with guest’s queries
* handled accounts of the Agency
* Air, rail, bus bookings done.

Worked for **Rural shores business ltd** for a census project as **DATA ENTRY** **OPERATOR** from **15/04/2012** till **15/06/2012.**

* Data feeding in to tablet pc
* Visiting areas allotted and collecting information.
* Handing over gathered data to the census data centre.

**E X T R A C U R R I C U L A R A C T I V I T I E S**

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* Attended camp of scout guide & NCC
* Actively participated in social work of help age India association.

**Job Seeker First Name / CV No: 1798668**

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