# SHEREEF

# [SHEREEF.337005@2freemail.com](mailto:SHEREEF.337005@2freemail.com)

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Dear Sir/ Madam,

I have successfully completed my bachelor’s degree in Political Science from S N College, affiliated to the Kerala University, Kerala, India. And also completed my Diploma in IATA/ UFTAA Foundation course from IATS, Kerala,India affiliated to the Canadian University.

Being one of the most reputable companies in the industry , it would be a previlage for me to join your workforce. I am sure my leadership and communication skills, determined and hardworking nature will make me a integral parts of your company’s success.

# CURRICULUM VITAE

# photo.jpg

**SHEREEF**

**OBJECTIVES**

Obtain a position where I can contribute my experience in customer service field.I have very good customer service skills. I am detailed and organized worker. I have always punctual in my work and relied upon by my employer to guide other staff.

**EDUCATIONAL QUALIFICATIONS**

* Bachelor Degree in Political Science
* Higher Secondary Certificate
* Secondary School Leaving Certificate, Kerala

**PROFESSIONAL QUALIFICATION**

* Completed IATA/ UFTAA Foundation course

**LANGUAGES KNOWN**

* English
* Malayalam
* Hindi

**SKILLS AND ABILITIES**

* Good written, verbal presentation skill
* Able to get along well with co-workers and accept supervision.Received positive evolutions from previous supervisors
* Willing to try new things and am interested in improving efficiency on assigned tasks
* Concerned with quality produce work that is orderly and attractive.Ensure tasks are completed correctly and on time
* Invoice and inventory skills

**PERSONAL INFORMATION**

Nationality : INDIAN

Date of Birth : 04/01/1993

Marital Status : SINGLE

SEX : Male

**PASSPORT DETAILS**

Date of Issue : 17/05/2012

Date of Expiry : 16/05/2022

Place of Issue : Trivandrum

**DECLARATION**

I hereby declare that all the detailed mentioned above are true and benefited to the best of my knowledge and belief.