**CURRICULUM VITAE**



**Md**

**Md.352270@2freemail.com**

**OBJECTIVE:**

To be a member of an organization where growth, prospects are unlimited and individual is recognized by work. As a professional I am creative and innovative, and looking ahead to work in a challenging atmosphere and strive for excellence

- 2+ yrs. of experience in Airline Ticketing - Familiar with IATA rules and regulations.

- Excellent skills in Customer Service - Adept with organizational standards

- Excellent skills of system admin (IT)

**EXPERIENCE:**

**Airline Ticketing Officer**Alipine Travel Service, Durbar Marg, Kathmandu, Nepal

**Duties Included:**

* Endorsing E-Tickets using the system (Amadeus).
* Booking and Issuing Domestic/International Tickets through CRS
* Handling Ticketing process using computers and customized applications.
* Arranges reservations and routing for customers.
* Assists passengers requiring special assistance to book ticket, reschedule as per passenger requirement.
* Telephones customer or Airlines officer to advise of changes with travel conveyance or to confirm reservation.
* Taking information from Customers over the phone and feeding them in the system for ticket reservation.

**Airline Ticketing Officer**Ace Travels, Durbar Marg, Kathmandu, Nepal

 **Duties Included :**

* Endorsing E-Tickets using the system (Amadeus).
* Handling Ticketing process using computers and customized applications.
* Taking information from Customers over the phone and feeding them in the system for ticket reservation.
* Booking and Issuing Domestic/International Tickets through CRS
* Providing high standard of Customer Service

**-System Admin**MindprosoftPvt. Ltd., Bangalore, India
**Duties Included :**

* Maintaining all the system of the office
* Monitoring and Maintaining the use of LAN, Printers, Xerox Machine.

**EDUCATION AND TRAININGS:**

2015 Diploma in Travel and Tourism ( IATA )
 Zenith Training Institute Pvt. Ltd. , Kathmandu , Nepal
 [ IATA Authorised Training Centre ]

2013 Higher Secondary Education ( +2 )
 R.B. Jalan College, Bihar, India
 2nd Division

2011 School Leaving Certificate ( SLC )
 J.M. Academy , Siraha, Nepal
 1st Division

**TECHNICAL QUALIFICATION:**

* Proficiency in Computer Fundamentals, Microsoft Word, Excel, etc.
* Computer Hardware and Networking
* Ticketing System Software like Amadues

**SKILLS:**

-Hardworking -Fast Learner -Self Confidence -Energetic and Enthusiastic -Friendly and Adaptive

**PERSONAL INFORMATION:**

Date of Birth: 10th December 1993

Current Address: Bur Dubai, UAE

Gender: Male

Nationality: Nepalese

Marital Status: Single

Visa Status: Visit visa (valid till-06-06-2017)