

**AMEEN**

[**AMEEN.359404@2freemail.com**](mailto:AMEEN.359404@2freemail.com)

**OBJECTIVE**



**Seeking a responsible position in Airline industry to enhance my professional skill in a dynamic and stable workplace.**

**WORK EXPERIENCE**



* **Company: DHIRHAM TRAVELS Duration: FEB 2016 – JAN2017 Designation: Reservation Executive**

**JOB PROFILE**



* Attending Walk-in Passengers, Travel Agents , Web-booked passengers & Tele-sales.
* Dealing with client’s problems and queries regarding all airline bookings.
* Reservations & Ticketing of all Airlines through GALILEO and SABRE.
* Providing Visa and passport assistance.
* Follow-up with Customers and update Management about customer.
* Feed-back Reporting to Reservations Manager about daily activities.

• Tele-sales, updating Sales Team about the leads and further follow-up.

**EDUCATION**



**2016** **IATA UFTAA FOUNDATION, IATA CANADA**

**2015** **BCA, Manonmaniam Sundaranar University, Tamil Nadu, India**

**2012** **Higher Secondary Education,Tamil Nadu, India**

**2010** **SSLC, Matriculation Board, Tamil Nadu, India**

**TECHNICAL SKILLS**



* **Computer Reservations System (Galileo, Sabre)**
* **Microsoft office(Word, Excel, PowerPoint)**
* **Language: C, C++, Java**

**SOFT SKILLS**



* Sound customer care skills and good commuciation skills
* Responsibility
* Flexibility & Adaptability
* Confident
* Multitasking
* Quick Learning
* Leadership skills

**PERSONAL DETAILS**



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| • | **Date of Birth** | **: 08/09/1994** |
| • | **Gender** | **: Male** |
| • | **Religion** | **: Islam** |
| • | **Nationality** | **: Indian** |
| • | **Marital Status** | **: Unmarried** |
| • | **Linguistic Ability** | **: Tamil, English, Malayalam** |
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**DECLARATION**



**I hereby declare that all the details furnished above are true to the best of my knowledge and belief.**