**KHIZAR**

**Email**: khizar.362771@2freemail.com



**Objective**

To work with maximum potential in a challenging and dynamic environment, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth.

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University** | **Year of Passing** | **Percentage** |
| B.Com | Mumbai University | 2015 | 53.00% |
| H.S.C. | Maharashtra State Board | 2012 | 61.00% |
| S.S.C | Maharashtra State Board | 2009 | 60.00% |

**Certification Courses**

* Diploma in Foundation in Travel and Tourism with Amadeus from IITC
* Diploma in International Airlines and Travel Management from IITC

**Professional Experiene:**

**Atlas Tours and Travels, Mumbai, India** (Sep-Dec 2016)

**Back office**

* Maintained daily transaction data.
* Answered the daily queries/complaint mails by customers.
* Updated the report formats as per the instructions from the higher management.

**Skills:**

* Microsoft Office – Word and Excel
* Computer Knowledge and Internet
* Good geographical knowledge
* Honest and Loyal towards work

**Strength:**

* Ability to rapidly build relationship and set up trust.
* Work in teans and in a self directed environment.
* A self-motivated professional and quick learner.
* Knowledgeable, Insightful, Strong Communication Skills and Smart worker.
* Skilled at balancing and prioritizing multiple tasks to meet deadlines.
* Patience.
* Good comprehension skills with typing speed of 30 words per minute.

**Interests and Hobbies:**

* Travelling
* Visiting and exploring new places.
* Playing Football and Cricket
* Listening Music
* Interacting with people
* Internet Surfing
* Photography

**Personal Details**

|  |  |
| --- | --- |
| Date of Birth | 01-01-1994 |
| Nationality | Indian |
| Languages Known | English ,Hindi ,Urdu |

**Declaration:**

 I hereby declare that the above mentioned details are true to the best of my knowledge.

**Date:**

**Place:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Khizar