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|  | **CURRICULUM VITAE****SHAHID (B-COM, CALICUT UNIVERSITY – Kerala, India)****Dubai** Mob: **+971 505891826** Email : **shahid.376580@2freemail.com** |

**Career Targeting Field**

***Operation, Reservations, Customer Relation & Administration***

**PERSONAL PROFILE**

Date of Birth : 19/01/1993

Sex : Male

Marital status : Single

Languages : English, Hindi, Malayalam

Nationality : Indian

Religion : Islam

Visa Status : Employment

Place of issue : Cochin

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**Summary:**

I am a Graduate in commerce with 2 years of Experience in operation & Administrative levels. Currently I have been working as an operations executive in Limousine Company. I am basically positive in nature with high level of Self-confidence, flexibility and good team spirit.

**Work History: (Presidential Transport by Luxury Vehicles LLC)**

f **2016-Present - Operations Executive**



* Answering phone calls and emails.
* Prepare correspondence, reports, Statements and other materials for the Management.
* Manage the day to day reservation.
* Supervise the whole range of Limo bookings.
* Arranged chauffeurs on the basis of booking.
* Working closely to build and maintain close working relationship with clients.
* Maintaining chauffeurs records.
* Communicate with customers, employees and other individuals to answer queries, disseminate or explain information, take orders and address complaints and at last customer’s feedback.
* File records of office activities, business transaction and other activities.
* Review files, records and other documents to obtain information to respond to request.
* Monitor chauffeurs activities for best result.
* Assist PRO for chauffeurs related thing in RTA (Apply Commercial permit card, prepare documents for chauffeur RTA Training, RTA Test).
* Assist with all other office administrative duties.
* Prepare partner’s invoice for accounts department.
* Record all reservation in Cabman

**Work History: (Presidential Transport by Luxury Vehicles LLC)**

**Work History: (Nehru Yuva Kendra Govt. of INDIA)**

 **2013 - 2015 – Block Level Programme Coordinator (Kerala – India)**

* Coordinating with 60 organization for conducting training & other cultural programs under NYK, which comes under my sector.
* Distributing funds for different organization approved by NYK which is sanctioned by Govt of INDIA.
* Making detailed report on different organization on the basis of their activities & submitting to NYK on yearly basis

**Education:**

* B.COM

Under Calicut University, Kerala, India

* HSE/12th

Under State Board of Secondary Education, Kerala, India

* SSLC/10th

Under State Board of Secondary Education, Kerala, India

**Additional Qualification:**

* Diploma in Financial Accounting (DIFA)

 Under Kerala IT Mission, India

* Knowledge in Computer Fundamental, Windows

**Technical Knowledge:**

* Tally ERP9
* MS-Office (Word & Excel)
* Peachtree
* QuickBooks
* Cabman Reservation Software

**Training Attended:**

* Team based awareness and education programmed under Nehru Yuva Kendra.
* Training for youth leadership and community development under Nehru Yuva Kendra.