#  COVER LETTER

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**RAHEEL**

Phone: C/o 971501685421

Email : raheel.377693@2freemail.com

Passport valid up to 22ND DECEMBER 2020

Dear Recruiting representative,

I am writing to inquire about possible opening for a job in Aviation Company.

I am interested in a company offering the opportunity to work in United Arab Emirates (UAE).

I have total experience of 2 years into Aviation Company (passenger service).

Enclosed find my resume, feel free to call me on 9664378608 / 9820574562

Or write me at raheel.377693@2freemail.com to arrange a time to meet.

I look forward to hearing from you.

 Thanking You,

 Sincerely,

 **RAHEEL**

# CURRICULIUM VITAE

# CAREER OBJECTIVE:

To work with an organization that gives an opportunity to learn, grow and at the same time presents me with a chance to contribute in its growth. Making excellence way of life as a result of my strong determination self confidence and hard work.

# PERSONAL DETAILS:

**NAME :** MR. RAHEEL

**CONTACT** **:** C/o 971501685421

**E-MAIL :** **raheel.377693@2freemail.com**

**DATE OF BIRTH :** 28TH JULY 1993

**GENDER :** Male

**MARTIAL STATUS** : Single

**PASSPORT NO : valid up to 22ND DECEMBER 2020.**

# EDUCATIONAL QUALIFICATION:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institute** | **University / Board** | **Percentage** | **Year of passing** |
| **S.S.C** | **ST. LAWRENCE HIGH SCHOOL** | **MAHARASHTRA STATE BOARD** | **49.69** | **2008-09** |
| **H.S.C** | **RIZVI JR. COLLEGE** | **MAHARASHTRA STATE BOARD** | **52.33** | **2011-12** |
| **GRADUATION** | **RIZVI COLLEGE** | **UNIVERSITY OF MUMBAI** | **PASS CLASS** | **2014-15** |

# OTHER QUALIFICATION:

**DIPLOMA**

Completed a Diploma course in International Airlines and Travel Management

through India International Trade Centre (IITC) June’15.

(Course covered on World & Travel Geography / Travel Agency Operations & Management / Travel documentation / Airfare Calculation / Travel Terminology / Airline Reservation / Ticketing / Global Distribution System / CRS-Amadeus)

**DIPLOMA**

Holding a diploma in International Air Cargo Management

**CERTIFICATION**

Attended a two day training session on ABACUS platform based computerized reservation system, conducted by Abacus India.

(Session emphasized on how to reduce many of the manual operational task by using its tailor made software and well as its advantages over the other software’s)

# WORK EXPERIENCE:

**CELEBI NAS AIRPORT PVT LTD (08 JUN 16 – PRESENT)**

1. Working as a **CUSTOMER SERVICE ASSOCIATE** at Chatrapati Shivaji International Airport for **SINGAPORE AIRLINE**.

**CAMBATA AVAITION SERVICES (21 OCT 15 – 07 JUN 16)**

1. Worked as a **CUSTOMER SERVICE ASSOCIATE** at Chatrapati Shivaji International Airport for **SINGAPORE AIRLINE**.

# ACHIEVEMENTS:

Received multiple positive feedbacks from the reputed passengers, the copies of which are preserved with me.

Received the Certificate of “STAR OF THE MONTH” for December 2016

Received the Certificates of “OUSTANDING COMPLIMENT” for several months in the year 2016-17.

# RESPONSIBILITY:

* Handling Customer Service & Ground Handling of all Aircraft operates on the Airport, such as A380, B777, etc.
* Handling flight Arrival & Departure Procedure of Airline.
* Managing team of CSA and co-coordinators.
* Training of CSA team and co-ordination team.
* Attending MAAS & Special Handling of Guest & UM.
* Doing Check-in, Boarding, MAAS, UM, WCHR & post flight.

# DECLARATION:

This is to state that the above details as furnished by me are true to the best of my knowledge with due supporting documents in terms Educational qualification.

**(RAHEEL) Date:**