**CURRICULAM VITAE**

**RASHAD**

**E-Mail ID:** **rashad.382888@2freemail.com**

I am looking forward to work in an organization where I can apply my experience and enhance my knowledge and skills for the development of the organization as well as personal and professional development.

**OBJECTIVE**

OBJECTIVE

**SKILLS**

* Good communication (written & oral) with good interpersonal skill
* Perform consistently and effectively under pressure and places highest priority on getting thing done
* Works in team and displays a high level of concern for team members
* Customer friendly attitude.
* Takes leadership role, capable of conceiving and executing significant concepts to successful completion
* Skill of reflective and critical thinking and analysis

 OBJECTIVE

**EXPERIENCE:**

Organization: **INDO-ARAB TRAVELS** [THALASSERY –INDIA]

Position : **TRAVEL AGENT** [2017 – 2018]

**Job Profile:**

* Make reservations for planned travel
* Hotels and airline booking
* Assessed the sales performance
* Handling customer complaint
* Follow up with clients about travel plans
* Processed the payments by cash , cheque and credit cards

Organization: **HOTEL EUPHORIA** [BANGALURU –INDIA]

Position : **HOTEL CONCIERGE** [2013 – 2014]

**Job Profile:**

* Assist guests
* Personal assistant and lifestyle manager
* To handle Customer complaint
* Good verbal and written skills
* Making good customer relationship
* Booking and co-ordination

EDUCATIONAL QUALIFICATION

**PROFESSSIONAL QUALIFICATION:**

* Indian Accounting [TALLY ERP9] at GURUKULAM Education Thalassery
* Microsoft office and Keyboard skills

**ACADEMIC QUALIFICTION :**

|  |  |  |
| --- | --- | --- |
| **COURSE** | **University /Board** | **Year of Passed**  |
| Bachelor of vocation in tourism | Pondicherry university,puduchery | 2017 |
| Plus Two [commerce] | HSE Kerala | 2013 |
| S.S.L.C | Kerala Board | 2011 |

* Speed keyboard typing skills
* Volunteer work

EXTRA-CURRICULAR ACTIVITIES:

**PERSONAL DETAILS:**

Date of Birth : 13th October 1995

Marital Status : Single

Religion : Muslim

Nationality : Indian

LANGUAGE KNOWN:

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| **English** | Yes | Yes | Yes |
| **Malayalam** | Yes | Yes | Yes |
| **Hindi** | Yes | Yes |  NO |
| **Arabic** | Yes | Yes | No |

I hereby declare that the information furnished above is true to the best of my knowledge.

DECLARATION:

Issue Place : CALICUT

PASSPORT DETAILS: