**Curriculum Vitae**

**SHAHBAJ**

E-Mail: shahbaj.390236@2freemail.com

**Career Objective**

Looking for an opportunity to associate with a progressive organization to utilize my skills and knowledge according to the trends and dynamically works towards the growth of the organization.

**Experience**

**Customer care & Sales Executive at Aman Enterprises**

 **(15 October 2016 to 20 Feb 2019)**

* Online Hotel, Sightseeing and Air ticket bookings.
* Tour packages bookings.
* Tour packages presentation (In MS Word) and Sale to customer.
* Responded to customer queries.
* Work on Travel Triangle & Look and Book Portal.
* Manage E-mails and Customer documents for VISA.

**Professional Qualification**

* 6 Months Diploma in GDS Amadeus and Travel Management.
* 1 Year HCE Certificate in Computer.
* WINDOWS 7 Configuration (MCTS)

**Academic Qualification**

* Graduation (B.Sc.) from MJPR University.
* 12th (Science) from BGDAI College.
* 10th (Science) from JI College.

**Skills**

* Active Listening & Responsiveness
* Telephone Etiquette
* A Calming Presence
* Goal Oriented Focus
* Ability to Handle Surprises
* Easily operate online Websites and Portals.
* MS Word (2007)
* Basic MS Excel (2007)
* Basic Troubleshooting of Software’s
* Installing and Operating Windows 7, 8 and XP.
* 25 WPM Typing Speed Approx
* Team Viewer, Nero Etc.
* Knowledge of File compressing and Changing File format Etc.

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| **Hobbies*** Talking to people
* Travelling

**Strength** * Positive Attitude
* Quick learner
* Self-Motivation
* Co-operative
* Dedication towards my work
* Punctual
* Flexible
* Cool Minded

**Language Known**

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| --- | --- | --- | --- |
| **Language** | **Write** | **Read** | **Speak** |
| Hindi | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Good |
| Arabic |  |  | Beginner |

**Personal Details*** Date of Birth : 25/09/1991
* Gender : Male
* Nationality : Indian
* Marital Status : Unmarried

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