Curriculum Vitae

Name: Shaikh

Professional Objectives:

To achieve a responsible position with a dynamic company, as this will offer a professional growth and career advancement. Also to continuously contribute to the growth and development of the organization and realize my growth and intellectual enrichment.

Strengths:

* Good oral and written communication skills.
* Confident and Hardworking.
* Flexible and Quick learner.

Educational Qualification:

* B. Com from Patuck Gala College
* Intermediate from St. Mary’s Jr. College
* S.S.C. from K.E.S. High School
* Diploma in Travel & Tourism Consultant- IATA from Bandra IITC (certification from Montreal, Canada)

Computer Skills:

* Conversant with spreadsheet packages (Microsoft Excel), Word-processing applications (Microsoft Word), Presentation tool (Microsoft PowerPoint
* Galelio
* Winsoft

Professional Experience:

* Working with Trinity Air Travels & Tours Pvt. Ltd.

Key Responsibilities:

* + International & Domestic ticketing through Galileo and invoicing the same in ERP
  + Handling Corporate Clients & direct clients
  + Cancelation of tickets for both International & domestic.
  + Maintaining the tracker for tickets issued.
  + Processing Domestic tickets for refund and co coordinating the same to issue credit notes for the cancelled tickets.
  + Coordinating with Leisure executive for tour packages

Awards and Acknowledgements:

* First Place in Inter Collegiate Football Tournament.
* First Position in Rink Football Tournament – University of Mumbai
* Winner of several local football tournaments.

Personal Details:

Date of Birth : 17th October 1992

Marital Status : Single

Nationality : Indian

Native Place : Hyderabad

Languages Known : English, Hindi and Marathi Hobbies : Football & Cricket

Personal Contact : [sheikh-396901@2freemail.com](mailto:sheikh-396901@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

Place: Dubai

Date: (Shaikh)