

Fahim

[Fahim.220036@2freemail.com](mailto:Fahim.220036@2freemail.com)

**Objective**:

Seeking a position as in an organization which offers key participation, team oriented tasks and career opportunity. Looking ahead to face new challenges and cross-new milestones. To be part of an organization, where I can learn, face challenges and participate towards the growth of the organization.

**Certificate of Completion**:

Completed Cargo Introductory Course in the year of March-2014. (**IATA Approved**)

**Work Experience**:

**Air India Airlines August2014-November2014**

Worked for Air India Airlines as a Trainee- Customer Service Agent under job training period in

Mumbai, India.

* To handle couriers of the South African Airlines & Kuwait Airways.
* To do Customs Uploading, make the reports and segregations for the flights.
* To handle the Mails of Thai Airways.
* To assist Flight check and likewise make the CDR & CTM

(Cargo discrepancy report & Cargo Transfer Manifest).

**TATA AIG General Insurance Company June2014-August2014**

Worked for TATA AIG General Insurance Company as a Customer Service Officer in

Mumbai, India

**Emerge BPO Services Pvt Ltd (International) November2013-June 2014**

Worked for Emerge BPO Services Pvt Ltd (International) as a telesales manager in

Mumbai, India.

**Skill and Abilities**

* Maintaining confidential records and files.
* Take minutes at meeting.
* Preparing well drafted professional documents and reports.
* Handling direct calls and responding to inquiries.

**Computer Skills** :

* Able to create various professional documents using Microsoft Office Package.
* Skilled in creative concise, attractive and effective PowerPoint presentations.

**Academics**:

* Graduated in Bachelor of Commerce by 70 percent from Mumbai University, India in 2013.
* Higher School Certificate by 57 percent from Maharashtra State Board, India in 2010.
* Secondary School Certificate by 62 Percent from Maharashtra State Board, India in 2008.

**Personal Details:**

Date of Birth : October 15, 1991

Marital Status : Single

Languages known : English, Urdu and Hindi

Visa Status : Visit Visa

**Declaration**:

I hereby certify that the statements given in my application are true to the best of my knowledge and belief.