**Curriculum Vitae**

**SHAHBAJ**

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**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**   |  |  |  |  | | --- | --- | --- | --- | | **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 |