

**CONTACT DETAILS**

**Email :**

[**Junaid-397297@gulfjobseeker.com**](mailto:Junaid-397297@gulfjobseeker.com)

**PERSONAL DETAILS**

**Date of Birth : 23.06.1993**

**Nationality : Indian**

**Visa type: Visit visa(24thMay 2020)**

**Marital Status : Married**

**LANGUAGES KNOWN :**

* **English**
* **Hindi**
* **Malayalam**
* **Arabic**
* **Tamil**

**JUNAID**

**CAREER OBJECTIVE**

To seek a position to utilize my skills and abilities in the field of Airline Tourism and Hospitality that offers professional.

**WORKING EXPERIENCE**

4 years of Professional experience

* **Assistant Manager** / **2020 – present**

Kerala, India

***Duties & responsibilities***

* Ensuring company policies are followed.
* Optimizing profit by controlling cost.
* Hiring, training and developing new employees
* Resolving customer issues to their overall satisfaction
* **Control Cell Agent (CCA) / 2016 - 2017**

Bird Execujet Airport Services Pvt. Ltd. New Delhi, India

***Duties & responsibilities***

* Customer service and coordination
* Handling non schedule flights
* Ramp Handling
* Create flight plan and flight report
* Making boarding pass
* **FRONT OFFICE EXECUTIVE / 2017-2018 Edge Resort, Munnar, Kerala**

***Duties & responsibilities***

* Handling front office, reception and administration duties
* Greeting guest and offering them a beverage
* Handling company enquiries distributing mail
* Schedule meetings and travel executives

**SALES & MARKETING / 2012-2013**

Vodafone company Pvt. Ltd., Kerala, India

***Duties & responsibilities***

* Coordinate sales team by schedules, filing important document and communicating relevant information
* Respond to complaints from customers and give after sales support when requested
* Monitor the team progress

**CERTIFICATION**

* Airline Management
* Cabin Crew Management
* Hospitality Management
* Galelio, Abacas, Amadeus and Tour operation
* Tourism Management
* Computer Hardware and Net working

**EDUCATIONAL QUALIFICATION**

**BSc Airline Tourism Hospitality Management (2015)**

Punjab technical University

Airocis College, Talipparamba, Kannur

**Plus Two – CBSE (Biology Science – 2012)**

K. S. Abdulla English Medium School, Kerala, India

**SSLC (2009)**

T.I.H.S.S, Kerala, India

**COMPUTER KNOWLEDGE**

OFFICE AUTOMATION

MS Office (MS Word, MS Excel, MS power point & outlook)

OPERATING SYSTEM

Windows, Linux, Ubuntu

**DECLARATION**

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

**JUNAID**