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**SAUD**

**Whatsapp No. : +971504753686 E-mail :** **saud-399836@2freemail.com**

**SUMMARY**

Seeking opportunity with a dynamic and innovative organization, using my management skills for the expansion of the business as well as personal growth, where I can utilize as well as develop my skills to an optimum level and thereby contribute to the overall growth and profitability of the organization.

**ACADEMIC QUALIFICATION**

* S.S.C. from Mumbai Board.
* H.S.C. from Mumbai Board.

**ADDITIONAL QUALIFICATION**

* Diploma in IATA & Foundation Certified (CRS – GALILEO)
* Software Application :- Ms-Office (Word, Excel & Powerpoint)

**WORK EXPERIENCE (+5 years)**

**Organisation :** **Aviation Consultant based in India**

**Designation :** Travel Consultant

**Duration :** Since 1st August 2018 to March 2020

Core Responsibilities :

* Handle end to end Travel Ticket procedures (Issue / Re Issue / Refund / Void)

**Organisation :** **EXPLORE WORLD TRAVEL**

**Designation :** Counter Staff

**Duration :** July 2015 to 20th July 2018

Core Responsibilities :

* Client Servicing (Domestic & International)
* Handle end to end Travel Ticket procedures (Issue / Re Issue / Refund / Void)
* Manage International Visa submission and OK to Board Services (UAE)

**Contd…2/-**

**-2-**

**Organisation :** **ALLIANCE INTERNATIONAL TOURS & TRAVELS**

**Designation :** Counter Staff

**Duration :** January 2014 to July 2015

Core Responsibilities :

* Manage Online Portal for Air Arabia and Fly Dubai
* Client Servicing (Domestic & International)
* Handle end to end Travel Ticket procedures (Issue / Re Issue / Refund / Void)

**PERSONAL DETAILS**

Date of Birth : 29th August 1988

Nationality : Indian.

Gender : Male.

Religion : Muslim

Marital Status : Married

Languages Known : English, Hindi & Marathi

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_

Place : MUMBAI

**(SAUD)**