**Resume**



**SHAFEEQ ALI .KP**

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| **OBJECTIVE** | | * As a Young and Dynamic Person Looking for an Excellent Opportunity, that can Expose my Knowledge on Management and Hard Working Capacity | |
| **EDUCATIONAL**  **QUALIFICATIONS** **SOFTWARE PROFICIENCY** **SKILLS**  **CURRENTLYDOING**  **EXPERIENCE**  **PERSONAL VALUES**  **THE NATURE AND EXTENT OF DUTIES CONSISTS OF:**  **PERSONAL**  **INFORMATION** **Age/Date of Birth****Gender** **Permanent Address**  **Father’s Name** **Marital Status** **Nationality** **Languages Known** **Passport No:** **REFERENCE** **DECLARATION** | | * **IATA UFTAA (CANADA) ,** 2014 -15 , Alhind Academy   Calicut , Obtained **– Pass with distinction**   * **DIPLOMA IN AVIATION STUDIES,** 2014-15,Alhind Academy, Calicut * **CRS (Galileo, Abacus and Amadeus),** 2014-15, Alhind Academy, Calicut * **PLUS TWO ( COMMERCE),** 2012-14, Higher Secondary Education Board of Kerala, GHSS Tuvvur , Malappuram * **SSLC**, 2012Education Board of Kerala, GHSS Tuvvur, Malappuram   **Accounting Software : Tally 9**  **Others : Visual Basic,**  **Internet Application, MS Office,**  **Adobe Photoshop,**  **strong communication skills**  **excellent ability to adapt to difficult situations**  **good organizational & leadership skills**   * **Working in as Saif Holidays as General Manager at Tuvvur Since May -2018 Till date** * **Worked in Alhind Tours & Travels pvt ltd as Tour Coordinator at Coimbatore branch,Coimbatore for 01 year.** * **Worked in Terra Travel&Holidays as Tour Manager at Karuvarakundu,** * **Worked in WHSmith retail shop as Customer Service Assistance at Delhi International Airport for 6 Months.**   **Innovative, enthusiastic, and uncompromising work ethic.**  **Highly motivated, goal-oriented professional; a decision-maker skilled in implementing new ideas.**  **Proven relationship-builder with unsurpassed interpersonal skills.**   * 02 year experience in travel industry * Gds know is Amadeus, Abacus and Galileo * Inbound & Outbound Tour package creations * Handling domestic and international ticketing * Online passport services & Visa assistance * Self motivated and able to coordinate daily office functioning * Responsible for training of new personnel * Preparing travel documents * Follow-ups on work in progress * Maintain time & attendance records and following general admin works * Capable to manage & control manpower to form effective team * Managing & motivating the team workers * Issuance of all airline tickets, train tickets, bus booking, car rental, hotel booking, forex, all types of attestation &emigration clearance and air cargo services * In charge for Haj & Umrah services * Prompt reply to customer over phone call&mail   21,31-dec-1996  Male  Kizhakkumparamban (H)  Tuvvur (po)  Tuvvur , Malappuram (dt)  Kerala (St), India. Pin – 679327  Abdul Majeed .KP  Unmarried  Indian  English, Malayalam, Hindi and Tamil  M9387773  SHEELA DEVI.MRS  Principal,  Alhind academy calicut  I hereby state that the above information furnished is correct to the best of my knowledge. | |
| **DATE**  **PLACE: SHAFEEQ ALI .KP** | | | |
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