

Curriculum Vitae

Name : KHAN MOHAMMED OVAIS

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OBJECTIVES

A forward thinking and possessing drive, ambition and ability. Having a broad knowledge of organising, managing and supporting the day to day activities required for running an organisation. Flexible with strong team-working skills, able to work individually or as part of a group. Involved in a wide variety of tasks in areas such as resource planning and recruitment. Excellent organisational skills gained through all-round administrative experience, now looking for an opportunity for personal development and career progression with a reputable organisation.

SKILLS & TRAITS

1. Excellent leadership skills
2. Excellent communication, presentation & interpersonal skills
3. Proficient technical skills including MS Office and SABRE
4. Ability to manage travel plans and organize tasks effectively
5. Team player and focused towards achieving business goals
6. Research and develop unique business products suitable within current business environment
7. A formal training in Tourism management
8. Outstanding problem-solving abilities
9. Receptiveness to new ideas and other people's insights
10. Ability to speak English, Urdu and Hindi

PERSONAL PROFILE

Civil Status : Married, with one child

Date of Birth : 19th August 1972.

Nationality : Indian

Languages Known : English, Urdu, and Hindi & Marathi

Hobbies : Travelling, Listening Music, reading books, interacts with people

Passport Detail

Number : K4063927

Place of Issue : Mumbai India

Expiry : 11 April 2022

Visa Status : Visit Visa till 18 December 2020

UAE DL : 63649236 expiry 26/03/2027 LMV Automatic

EDUCATION

Mumbai University

B. Com 1995 First class

Maharashtra State Board (Mumbai)

H.S.C 1992 Second class

Maharashtra State Board (Mumbai)

S.S.C 1990 Second class

EXTRA QUALIFICATIONS

Diploma in Computer Management from Datapro InfoWorld Ltd. November 1997 to November 1998

Win 95, FoxPro, C++, Oracle, M S Dos, UNIX, Microsoft word And Excel

FARE CONSTRUCTION AND TICKETING (Based on IATA / UFTAA Guidelines) From Forum of Management Studies March 1998 to September 1998

Passed Successfully the IATA / UFTAA Examination STANDARD COURSE GENEVA January 1998

Successfully completed BASIC SITAR COURSE ON WINDOWS 95 (SABRE)

TOTAL WORK EXPERIENCE

Worked with Dubai Taxi 2017 to Nov 2018

As commissioned Driver

Travel Post, 2007-2016

Station Road, Khar West, Mumbai 400052

Boraaq Travel and Tour, 1996 - 2007

Ambedkar Road Bandra West Mumbai 400050

Date:

Place: Sharjah U A E

Yours Truly

Khan Mohammed Ovais