



MOHAMMAD ABDUL MUJAHID



HOR AL ANZ, DUBAI



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SUMMARY

A travel agent, consultant, ticketing and PRO with highly motivated and committed professional over 6 years experience in all aspect in the travel and tourism industry, who can able to work well as part of a team as well as under own initiative, A kind and pleasant, providing thorough and effective customer service while responding to and resolving customer inquiries, questions and concerns as much as possible to the best of my ability to fulfill their domestic and international travel needs.

PROFESSIONAL EXPERIENCE

STANTECH
TOURISM



Stantech Travel and Tourism (Non IATA), Al Rigga, Dubai, UAE
Travel Consultant and PRO
Sep 2017-Jan 2020

Primary Duties and Responsibilities:

- ✓ Checking Daily Query Basis.
- ✓ Tourist visa Typing (GDRFA), Monitoring over stay.
- ✓ Submit. Follow-up and gather all new work and visas to guarantee that the visas process on time.
- ✓ Visit Embassies and consulates for visa purpose.
- ✓ Acquire visas from different Embassies.
- ✓ Immigration clearance (doc required & rejected).
- ✓ Deal with queries and concerns and complaints from walk-in clients, via email and over the phone.
- ✓ Book International and domestic flights(Using Online portal & GDS system)
- ✓ Issue, Reissue, void, Refund, of Ticket on **SABRE, GALILEO AND AMADEUS.**
- ✓ Offer and promote different services.
- ✓ Hotels booking (Plan, price and sell worldwide vacation)
- ✓ Record and database management skill.
- ✓ Managed formalities keeping client abreast of operations.
- ✓ Managed daily office correspondence.
- ✓ Daily check of Invoice Aging report.
- ✓ Making daily sales report. .
- ✓ Prepare Income Statement on every month.
- ✓ Manage Cash/Bank Book on Catalyst.



Taj Tours and Travels L.L.C (IATA), Riyadh, Saudi Arabia
Travel Consultant and Ticketing Agent
Jan 2015-May 2017



Unique Tours and Travels L.L.C (Non IATA), Hyderabad. India
Inbound Travel Consultant and Reservation Agent
Feb 2013-Nov 2014

AREAS OF EXPERTISE AND SKILLS

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sabre, Galileo & Amadeus system | <input checked="" type="checkbox"/> UAE Visa Assistance Services/Coordinator |
| <input checked="" type="checkbox"/> Low-cost web carrier | <input checked="" type="checkbox"/> Internet and Installation |
| <input checked="" type="checkbox"/> Worldwide hotel booking online B2B Portal | <input checked="" type="checkbox"/> Superb Commands over MS Office |

TRAINING AND CERTIFICATES



SABRE Basic Reservations
Sabre Marketing India, Hyderabad
October 2013



AMADEUS Basic Reservations
Amadeus Marketing India, Hyderabad
October 2013



GALILEO Basic Reservations
Galileo Marketing India, Hyderabad
October 2013

HIGHEST EDUCATION

- B.com Computers (Bachelor of commerce in computers).
- IATA/UFTAA Foundation Course from Hyderabad. Training Centre With Distinction (92 % Marks)

PERSONAL DETAILS

Passport Number	: K3367782
Date of Birth	: 10 Sep 1990
Country	: India
Gender	: Male
Marital Status	: Married
Languages	: Arabic, English, Hindi & Urdu

Declaration:

I hereby declared that the above details given are true up to best of knowledge & belief.

Applicant