



MOHAMED NABIL

MOB: 0521226866

kmnabeelroshan@gmail.com

CTC ADDRESS:

**AL JAZERI BUILDING
AL MUTEENA DEIRA
DUBAI .UAE**

Personal Data:

DOB: 01-02-1989,

Nationality: Indian

Marital Status: Married

PASSPORT DETAILS

Passport Exp: 06-10-2031

VISA TYPE: VISIT VISA

VISA Exp: 20-JAN-2022

IATA Certificate Ref:

4808100/01/09

Contact No:

UAE: 0521226866

Emergency Contact No:

Whatsapp # 0091 9633110531

DRIVING LICENCE: Holder of
Indian Driving license (Light)

CURRICULUM VITAE

Title.

I AM A GRADUATE AND OVER FIVE YEARS OF EXPERIENCE IN VARIOUS ASPECTS OF CLERICAL AND CUSTOMER SERVICE IN TRAVEL AND TOURISM INDUSTRY.

CAREER OBJECTIVE.

Seeking a responsible executive position in a professional office environment, to pursue a successful career and to be part of a progressive organization that provides a scope to enhance and acquire knowledge for both individual development and for positively contributing to the overall success of the organization.

WORK EXPERIENCE.

1 OFFICE EXECUTIVE.

Worked at **ASIAN GULF TRAVEL LLC** ABUDHABI as OFFICE EXECUTIVE.(Since Mar 2016 to Mar 2018).

Worked at JEDDAH TOURS & TRAVELS pvt ltd. In (Manjeri) India from Dec 2011 to Jan 2014 (2 YEARS).

Worked at AKBAR GROUP OF COMPANIES INDIA pvt ltd. In (Tirur) India from Sep 2008 to Sep 2009 during the period of (1 year).

2 CHECK-IN AGENT CUM CASHIER. **(Temporary basis)**

Worked at KING ABDULAZIZ international airport Jeddah (SAUDI ARABIA) during hajj operation for Saudi ground services company (SGS) during the period of three terms.

(a) Oct 2012 to Jan 2013 (3 months).

(b) Oct 2013 to Jan 2014 & Aug 2014 to Nov2014
(6 months).

(c) Aug 2018 to Oct 2018 (3 months).

(d) Aug 2019 to sep 2019 (2 months)

Total experience: 6 Years

RESPONSIBILITIES AS AN OFFICE STAFF.

- Maintained relationships with clients by providing support, information, and guidance.
- Listened customer requirements and presenting appropriately to make a sale.
- Identified new markets and business opportunities.
- Advised clients on travel arrangements on visas and passports
- Kept clients up to date with any changes.

EDUCATION.

- Bachelor Degree in History from Calicut University, India.
- 12th from Govt. Higher Secondary School Pattambi, India.
- 10th from Government High School Pattambi, India.
- **IATA-UFTAA Diploma** (international air transport association-united federation of travel agents association) and EBT (electronic booking tool) **Abacus, Amadeus & Galileo** course Montreal Canada from Akbar academy of airline studies, India.

SKILL SUMMARY.

- ❖ Computer: Basic computer knowledge and Microsoft office.
- ❖ Ability to multi task, and Excellent Time Management skills.
- ❖ Resourceful & Well Organized.

ACHIEVEMENTS.

ATTENDED MOTIVATIONAL SEMINARS CONDUCTED BY:

- Mr FAROOKH SENSEI (HRM) QATAR AIRWAYS.
- Mr JALACHANDRAN (AREA MANAGER) – JET AIRWAYS.
- Mr KRISHNA KUMAR (MOTIVATION TRAINER).

LANGUAGE SKILL.

English	Read	Write	Speak
Arabic	Read	Write	-
Hindi	Read	Write	Speak
Malayalam	Read	Write	Speak