

## **MOHAMMADARIF A S MEMON**

---



### **PERSONAL DETAILS:**

**DATE OF BIRTH:** 12<sup>th</sup> – Jun – 1988  
**MARITAL STATUS:** Married  
**LANGUAGES KNOWN:** English, Hindi & Gujarati.  
**ADDRESS:** 304 Sai Palace Appt Mograwadi Abrama Road Valsad  
East Railway Yard Near Supreme Bungalow, Valsad 396001 India (Gujarat)  
**EMAIL:** memonarif88@gmail.com  
**GENDER:** Male  
**PASSPORT NO.** U3806731  
**DATE OF ISSUE:** 24/11/2020  
**DATE OF EXPIRY:** 23/11/2030  
**PALCE OF ISSUE:** Surat  
**ECNR:** OK  
**DRIVING LICENCE NO:** GJ1520100000864  
**DATE OF ISSUE:** 04/01/2013  
**DATE OF EXPIRY:** 09/05/2030

### **Career Objectives:**

*To acquire the best level of managerial skills in the field of core marketing, and to work in challenging environment of business development.*

### **Self Portrait:**

*A person who is an initiator & leader and likes to take decision risk & responsibilities. Work intellectually to find out new innovative ways. Always interested in developing long term and prosperous relationships.*

### **Fundamentals of Computer:**

**MS Office:** MS word MS Excel MS Power-point  
**Operating Systems:** Windows, Dos & Outlook  
**Accounting Software:** Tally (7.2- 9.3)

### **Exposure to Market:**

1) **Company Name:** *Galaxy Tours & Travels*  
**Duration:** *Jan 2021 to Oct 2021*  
*(10 Months Leave Job Because Employment Visa not Given)*  
**Designation:** *Ticketing Agent*

### **Profile:**

*Ticket agents sell tickets in terminals or in separate offices. Like reservation agents, they also use computers and manuals containing scheduling, boarding and rate information to plan routes and calculator ticket costs. They may also announce arrivals and departures and assist passengers in boarding.*

### **Responsibility:**

*Airline Ticketing agent Duties entail making boarding announcement, checking passenger baggage, issuing boarding passes, and ensuring that passenger board the aircraft in an orderly manner. If requested, ticketing agent assistant passenger with boarding.*

*Airline Ticketing Agent directly interact with customers, answer customers question about flight timings, seat Availability, Fares, Reservations etc. They can also handle key operations such as data collections, data entry, payment collection and verification etc. for Airlines*

2) **Company Name:** *Layka Travel World*  
**Duration:** *August 2013 to Sep 2017*  
**Designation:** *Sales Executive*

### **Profile:**

- *promoting and marketing the business*
- *Dealing with customer queries and complaints.*
- *Providing advice about visas or passports.*
- *Recruiting, training and supervising staff.*
- *Managing budgets.*
- *Maintaining statistical and financial records.*
- *Planning.*
- *Selling holidays and insurance.*

### **Responsibility:**

*Airline Ticketing agent Duties entail making boarding announcement, checking passenger baggage, issuing boarding passes, and ensuring that passenger board the aircraft in an orderly manner. If requested, ticketing agent assist passenger with boarding.*

*Airline Ticketing Agent directly interact with customers, answer customers question about flight timings, seat Availability, Fares, Reservations etc. They can also handle key operations such as data collections, data entry, payment collection and verification etc. for Airlines.*

<b>3) Company Name:</b>	<b>Maharashtra Security Force</b>
<b>Duration:</b>	<b>August 2017 to Sep 2020</b>
<b>Designation:</b>	<b>Security Guard</b>

### **Profile:-**

- *Observation skills*
- *Honesty and integrity. ...*
- *Ability to lead and work in a team. ...*
- *Communication skills and empathy. ...*
- *Conciliatory attitude. ...*
- *Hard-working and flexible. ...*
- *Physical fitness.*

### **Job Responsibilities:**

*Overall, security officers are tasked with securing the premises and personnel by staying on patrol, monitoring surveillance equipment, performing building inspections, guarding entry points, and verifying visitors.*

*Security guards patrol and monitor activity at a location or property. They may use alarms and surveillance equipment, control access at a gate, or patrol a property on foot to ensure safety and security on the premises. Security guards also serve as a crime deterrent, watching for potential criminal acts.*

### **Academic Qualification**

<i>Passing Year- June 2016:</i>	<i>Montreal Canada Amadeus System Thomas cooks Pvt Ltd. IATA Air Ticketing System</i>
<i>Passing Year – November 2013:</i>	<i>BA SY (VNSGU) JP Shorff Arts College Economic and Political Science.</i>
<i>Passing Year – March 2010:</i>	<i>GSHSEB Pragna Prabodh English Medium School H.S.C. (12th)</i>
<i>Passing Year – October 2006:</i>	<i>GSEB Railway Secondary English Teaching High School S.S.C. (10<sup>th</sup>)</i>

### **Declaration:**

*I hereby declare that all information given above is true and written with the best of my Knowledge.*

*Date:- 12-10-2021*

*Signature:-Aarif Memon*