

CURRICULUM VITAE



JESEEM.K.A
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Abu Dhabi,UAE

Career Objective: TRAVEL TICKETING AGENT

Looking forward to build a career in the airline industry to establish myself as a service professional utilizing my training and personality to ensure that the passengers enjoy a happy and joyful journey.

PersonalDetails:

Nationality : India
DateofBirth : 17/04/1990
Religion : Muslim
Gender : Male
MaritalStatus : Married
Languages Known : English,Hindi, Arabic, Malayalam
PassportNo. : S5851648
Visa Status : Visiting Visa
Driving License no : 2470961

EducationalQualification:

- Completed diploma in IATA CONSULTANT/UFTAA(MONTREAL,CANADA)
- Completed Plus Two at Gov.HSS Villadam
- Completed 10th at ST.Thomas HSS Thrissur

WorkingExperience:

- 2 Years working in **Asian Gulf Travel , UAE (Galileo) (2015 – 2017)**
- 2 Years working in **Discovery World Tours& Travel (Amadeus) (2017 – 2020)**
- 6 Month working in **Al Namoos Travels**
- 3 years working in **Alban Travels, Thrissur,Kerala (2012 – 2015)**
- **I Have Valid UAE Driving License (Manual)**

JobProfile:

- Issuing airline tickets and hotel booking
- Maintain professional and friendly communications as the first point of call for general external enquiries and correspondence.
- Maintain all incoming mail and send prompt replies for the action to be taken in a timely manner.
- Coordinating staff amenities and provisions.
- Responsible for the analysis and reporting of the tasks.
- Maintain accurate records of staff where about including leave register and arrangements.
- Coordinating and acquitting the payment of recurrent office expenses including phones, computers, etc and various credit cards statements as required.

COMPUTER SKILLS

- Efficient in using MS Word, Excel and Power point.

Declaration:

I hereby declare that all the information given above are true and correct with the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

Place: Abu Dhabi

Jeseem K.A