



HR Manager  
Abu Dhabi, U.A.E.

Dear Sir / Madam,

Armed with a strong academic foundation and deep understanding. I have great confidence in applying for the role of a Reservation Consultant at your esteemed organization. I would assure you that my insightful analytical approach would be directly pertinent to the responsibilities needed.

As you will notice from my attached resume, my academic and work experience has finely tuned my communication, interpersonal and technical skills together with my strategic and analytical thinking.

I would be very thankful, being given an opportunity to demonstrate how my skills, aptitude and capabilities could be of added value to your esteemed organization.

An employment at your end would be highly admirable.

Thank you very much and highest regards

Sarveen Sulfath Azeez.  
Reservation Consultant

# ***Sarveen Sulfath Azeez***

## ***Communication***

Mobile No: 056 78 34 990

E. Mail: sarveensulfathazeez@gmail.com

## ***Personal Statement***

I am looking forward for a challenging and rewarding career in professional environment, focusing mainly in the field of **International and Domestic Air transport and tourism**. Have high desire to work with reputed organizations that can enhance job profile. Expecting to grow with the organization. I am associated with and am interested to take up challenging work assignments.

## ***Strength***

Excellent communication skills.

Good relationship with clients and customers.

## ***Educational & Technical Qualifications***

**B.Com (Bachelor of Commerce)** from the University of Kerala. (1999 - 2001)

**IATA / UFTAA** (International Air Transport Association / Universal Federation of Travel Agents Association) from the Aviation Training and Development Institute, Kerala.(2003)

**Computer skills** - can operate the following with ease:

MS Windows, MS Word, MS Excel, Internet.

**Currently working on Sabre Airline System.**

## ***Experience***

### **1. IMPLANT TRAINEE**

Air India, City office division, Trivandrum, Kerala

(March 2003 - September 2003)

### **2. COUNTER STAFF**

Air Travel Enterprises India Limited, Trivandrum, Kerala

(October 2003 - March 2004)

### **3. EXECUTIVE COUNTER STAFF**

Golden & Falcon Travels, Al Madina Group, Abu Dhabi, U.A.E.

(April 2005-May 2006)

### **4. EXECUTIVE COUNTER STAFF**

Bin Saleh Travels, Al Nasr Street, Abu Dhabi, U.A.E.

(June 2006 – June 2007)

### **5. TRAVEL CONSULTANT**

Oman Air, Abu Dhabi, U.A.E.

(July 2013- till date)

### ***Personals***

Nationality : Indian

Gender : Female

Religion : Islam

Date of birth : 14 FEB 1981

Visa Status : Work Visa

Languages Spoken : English, Hindi, Malayalam