

# *Curriculum vitae*



## **SHAJID A.P**

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### **Career Objective**

To acquire a credible position and to be part of the dedicated team in a growing organization where my experience, education and abilities will be an asset and to utilize all opportunities for the development of the organization and self.

### **Summary of strengths and capabilities**

A result oriented individual with the following strengths:

- > Good networking
- > Passion to work in excellence
- > Perseverance with "can do" attitude always.
- > Energetic communication skills
- > Fast learner
- > Trust and integrity

### **Key Skills**

- Well versed in AMADEUS and GALILEO GDS Software
- Good knowledge of various travel related requirements
- Ability to multi task
- Ability to deal with more than one person at a time.
- Highly Computer literate with proficiency in windows 10 and XP
- MS Office: Word, Excel, PowerPoint

### **Career Profile**

**SENIOR TRAVEL CONSULTANT | ALBADIE TRAVEL AGENCY MUSSAFAH BRANCH |  
JAN 2007 – Present**

- Maintaining service levels, achieving target of booking ticket on travel operating policies and procedures.
- Handling calls from corporate and travel coordinators based on client commitments
- Prepare quotation on GDS (Amadeus, Galileo) for varied travel need consistently per customer requirement.
- Provide high level of customer service respond to queries, describe the service, maintain customer/ potential customer data base and follow up on initial contacts.
- Attend to customer complaints and customer queries based on client contract guideline.

**COUNTER STAFF | AKBAR TRAVELS OF INDIA | SEP 2005 – OCT2006**

- Booking international and domestic airlines reservation, the car rentals and the hotel reservation for companies.
- Attending walk in and telephone customer enquiries related to travel

**Academic Qualifications**

- **1995-1997 : PRE-UNIVERSITY COURSE**  
(SRI RAMAKRISHNA PU COLLEGE MANGALORE)
- **2000-2002 : HIGHER DIPLOMA IN SOFTWARE ENGINEERING**  
(Aptech Computer Educations,Balmatta,Mangalore)
- **2002-2003 : DIPLOMA IN IATA/UFTAA FOUNDATION**  
Montreal,CANADA Passed with Distinction.

**Personal Details**

Hobbies and extra-curricular activities	:	Cricket, Bowling, chess and music.
Age and date of birth	:	41 years, 22nd March 1979
Nationality	:	Indian
Religion	:	Islam
Sex	:	Male
Marital status	:	MARRIED
Visa Status	:	EMPLOYMENT VISA
Passport Number	:	K5284036
Place of issue	:	BANGALORE
Date of issue and expiry Of passport	:	03 JUN 2012 – valid till 02 JUN 2022
UAE Driving license no	:	580563 LIGHT MOTOR VEHICLE UAE
License issue and expiry date	:	16-01-2008 -valid till 14-01-2023

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I hereby declare that the above furnished information are correct and can be supported by documentary evidence wherever applicable.

Place:  
Date:

SHAJID A.P