



## MUHAMMED ALTHAF T

Results-driven professional with over 2 years of experience in the travel and logistics sectors. Proven expertise in airport operations, ticketing, and delivery services, demonstrating a strong commitment to customer satisfaction and operational efficiency. Skilled in managing ticketing processes, providing exceptional customer service, and ensuring timely deliveries. A quick learner with excellent communication skills and the ability to work effectively in dynamic environments. Seeking to leverage my experience and skills in a challenging role within a reputed organization to contribute to its growth and success.

### CONTACT DETAILS

+971 582851375

muhammedalthaf555@gmail.com

UAE

### ACADEMIC CREDENTIALS

#### BACHELOR OF COMMERCE (B.COM) IN TRAVEL & TOURISM | 2015

- Ideal Arts and Science College, Cherpulassery
- University of Calicut

#### HIGHER SECONDARY | 2013

- Board of Higher Secondary Examination, Kerala, India
- GHAS Mummarcode

#### SSLC | 2011

- Board of Public Examination, Kerala, India
- CIHSS Munmarcode

### PROFESSIONAL QUALIFICATIONS

#### DIPLOMA IN AVIATION HOSPITALITY AND AIRPORT MANAGEMENT

- Akbar Academy of Airlines Studies, Calicut

#### FOUNDATION IN TRAVEL AND TOURISM (IATA/UFTAA)

- Akbar Academy of Airlines Studies, Calicut

GDS Proficiency:

Galileo, Sabre, Amadeus

### KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Risk-management

Customer service

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

### EMPLOYMENT CHRONICLE

#### STOCK MARKET TRADER | 2 Years

##### JBIS SECURITY

##### KEY RESPONSIBILITIES

- Conducted in-depth market research and analysis to identify potential investment opportunities in various stocks and securities.
- Monitored stock market trends, price fluctuations, and economic indicators to make informed trading decisions.
- Executed buy and sell orders on behalf of clients or personal portfolio, ensuring optimal timing to maximize returns.
- Utilized trading platforms and tools to track portfolio performance, manage risk, and implement trading strategies.
- Collaborated with financial analysts and market experts to stay updated on industry developments and news.
- Applied technical and fundamental analysis to develop short-term and long-term trading strategies.
- Managed and maintained a diversified investment portfolio, balancing risk and reward for maximum profitability.
- Evaluated financial data, company reports, and earnings statements to support investment decisions.

#### TRAINEE | 20 Days

##### COCHIN INTERNATIONAL AIRPORT, KERALA, INDIA

##### KEY RESPONSIBILITIES

- Assisted in various operational areas, including check-in, baggage handling, and customer service.
- Learned about airport safety regulations and protocols while supporting staff in daily operations.
- Gained hands-on experience in managing passenger inquiries and resolving issues effectively.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

LANGUAGES KNOWN

English	<div></div> 100 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 85 %
Arabic	<div></div> 85 %

INTERESTS

Songs

Travelling

Reading

TICKETING STAFF | 1 Year

AKHAR TRAVELS, ONAPALAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Managed ticketing and reservation processes for domestic and international flights.
- Provided exceptional customer service by assisting clients in choosing travel options and addressing inquiries.
- Coordinated with airlines and travel partners to ensure accurate ticket issuance and itinerary management.

DELIVERY ASSOCIATE | 1 Year

AMAZON, SHORAMUR

KEY RESPONSIBILITIES

- Executed timely deliveries of packages while ensuring adherence to safety and quality standards.
- Provided excellent customer service by communicating effectively with customers and addressing concerns.
- Managed delivery routes efficiently to optimize delivery times and reduce costs.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 20/11/1995
Nationality	: Indian
Marital Status	: Single
Address	: Thirundikkal House Thrikkaderi Post, Ottapalam, Palakkad District, Kerala, India Pin: 679500

PASSPORT DETAILS

Passport Number	: S8918235
Date of Expiry	: 18/11/2028
Place of Issue	: Kozhikode

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED ALTHAF T