



NUGHMAAN

STUDENT & VISA EXECUTIVE

📞 75980 04283 📧 nughmaandece@gmail.com

🌐 <https://nughmaan-ai.github.io/nughmaan-portfolio/>

ABOUT ME

Motivated and detail-oriented student with experience as a Visa Executive in the travel and tourism industry. Skilled in managing tourist visa processes, customer service, and multi-tasking in a fast-paced environment. Adept at utilizing strong leadership, critical thinking, and adaptability to improve workflows. Passionate about continuous learning and professional growth in the fields of electronics and communication, with a focus on practical applications.

EXPERIENCE

Visa & Ticketing Executive

- **GoMyArea Travel and Tourism nagore, tamil nadu, india & Bab Al Noor LLC, Dubai, UAE**
- **01/07/2024 – 01/07/2025**
- Handled B2B and B2C tourist visa processing for clients, ensuring compliance with UAE immigration policies
- Responded to customer queries related to visa applications and flight ticket bookings, providing timely and accurate support
- Coordinated with airlines and travel partners to confirm bookings and manage itinerary changes
- Designed digital posters and social media creatives for visa offers, flight deals, and travel packages

EDUCATION

Diploma in Electronics & Communication Engineering

2021 to 2024

Valivalam Desikar Polytechnic College, Directorate of Technical Education, Tamil Nadu, India

SKILLS

- | | | | |
|-----------------|---------------------------|---------------------|--------------|
| • Multi-tasking | • Leadership | • Critical Thinking | • Creativity |
| • MS Office | • HTML & Multimedia Flash | • c++ | • PCB Design |
| • ninthware | • marg erp | • canva | • foxit |

CERTIFICATIONS & TRAINING

- Unnatti Sixer Class – Infosys Foundation
- English Communication, Life Skills, Employability, and Value Topics - 27/06/2023 – 09/08/2023
- Printed Circuit Board (PCB) Design by Vi Microsystems Pvt Ltd (Under Nan MuthalVan Scheme) - 10/08/2023 – 17/10/2023
- Intermediate Microsoft Office Skills - Microsoft Partner Silver Learning
- IT & Programming Training – Unique Software Solution
- MS Office 9(2016)
- HTML and Multimedia Flash (2017)
- Microsoft FrontPage (2018)
- Programming in C (2019–2020)
- Science Olympiad Foundation National Cyber Olympiad - 2016 & 2018

PROJECTS

- Mini Tesla Coil – Low Voltage - Developed a mini Tesla coil for a low voltage application
- Solar Fast Charger – Final Year Project showcasing practical application in renewable energy technology.
- Promotional Project for GoMyArea.com -Contributed to the development and promotion of digital campaigns.