



Jahngeer Ejaz

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Email: jejaz917@gmail.com

Phone: (562) 405-7513

SKILLS

Business management skills to promote business, Effectively listen and carry out orders in a timely manner, Relate to, as well as connect with, clients on a professional and personal level, MS Office 2003 - 2009, MS Excel 2003-2009, MS PowerPoint 2003-2009 experience, Typing Rate: 100 words per minute, Multi-line phone line & multi-tasking, Accurate data-entry, Familiarity using Airline Booking Software (Sabre Airline Solutions)

ACTIVITIES

Habitat for Humanity – Volunteer, Business Admin Club– Active Member

CANDIDATE SUMMARY

To secure a permanent job position effectively utilizing my relevant business management, strong communication, and technical skills

WORK EXPERIENCE

International Travel Center |

Salesperson/Travel Agent | Cerritos, CA, USA

5.31.2009 - 6.30.2012

Spoke to customer's face to face, via email, and over the phone to promote and assist in booking flights, hotels, and transportation arrangements in a fast-paced environment

King City Auto Trader | Automobile Sales |

Cerritos, CA, USA

7.31.2012 - 11.30.2012

Effectively promoted business by marketing and promoting used cars

EDUCATION

Cerritos College | Business Management |

Associates Degree | 2.7/4.0

Cerritos, CA | Cerritos, CA

8.7.2001 - 5.11.2001

Richard Gahr High School | Concentration in Business | High School Diploma | 3.0/4.0

Cerritos, CA | Cerritos, CA

9.3.2001 - 6.7.2001