



Jahngeer Ejaz

Recruiter Name

Jahngeer Ejaz

Email

jejaz917@gmail.com

Phone number

(562) 405-7513

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



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-

CANDIDATE SUMMARYDDD

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WORK EXPERIENCE

International Travel Center | Salesperson/Travel Agent | Cerritos, CA, USA

31.05.2009 - 30.06.2012

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

31.07.2012 - 30.11.2012

Effectively promoted business by marketing and promoting used cars

ACTIVITIES

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

line phone line
& multi-
tasking,
Accurate data-
entry,
Familiarity
using Airline
Booking
Software (Sabre
Airline
Solutions)

EDUCATION

Cerritos
College |
Business
Management |
Associates
Degree |
2.7/4.0

Cerritos, CA |
Cerritos, CA
07.08.2001 -
11.05.2001

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

Cerritos, CA |
Cerritos, CA
03.09.2001 -
07.06.2001