

MOHAMMED JASEEM KUNNAH



+971 568054543



jazeemjazu87@gmail.com



Al Qusais 1,DUBAI
(United Arab Emirates)

PERSONAL DETAILS

DATE OF BIRTH : 20TH APR 2002

GENDER : MALE

NATIONALITY : INDIAN

MARITAL STATUS :SINGLE

EDUCATION

2021-2024

SRINIVAS UNIVERSITY

Bachelor of business administration
Aviation and Logistics Management

2019-2021

GHHS SCHOOL KUTTIPPURAM

Computer science

SKILLS

- Microsoft office
- Microsoft word
- Excel Power point
- Adobe photoshop
- Bookkeeping
- Amedus
- expertise Call center experience

PROFESSIONAL SUMMARY

To obtain a position that challenge me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and one in which practices collaborative leadership,integrity and honesty

WORK EXPERIENCE

SALES OPERATION EXECUTIVE

Akbar Travels PVT LTD

Job Description: -

- Maintain regular communication with customers prior to departure to provide updated travel information, including delayed departures and earlier flight availability.
- Responsible for collecting and recording deposit and final payments.
- Verify customer passport, visas and state IDs and ensure proper identification for passage to foreign countries.
- Created travel itineraries and made adjustments to meet client specification.
- Handled travel arrangements for groups, couples executives and special needs clients.
- Investigated customer complaints with transportation accommodations and various travel-related providers.
- Liaised with hotels and air, bus and cruise lines to determine availability and book passage or stays.

PERSONAL ASSESMENT

- Flexibility, adaptability and the willingness to learn new skills
- Excellent communicator with the unique to work alone or in team
- Ability to deal with sensitive people management issues Effectively