

BIODATA

HUSAIN KHOZEM KAUKAWALA.

**Address = Flat No – 302, 3rd Flr, Nilgagan Apt, Salabatpura Main Road,
Salabatpura, Surat - 395003**

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OBJECTIVE:

To leave a mark in whatever I do in life and work efficiently to attain new and new heights of success. To continue my career with an organization that will utilize my Management, Sales & amp;

Administrative skills to benefit mutual growth and success of organization as well as individual.

AREAS OF EXPERTISE:

☐ Administrative Support

☐ Customer Service

☐ Multi – Tasking Expertise

☐ Written & amp; Verbal Communication

HIGHLIGHTS:

- ? A well qualified professional having experience in handling Sales administrative assignments.**
- ? Coordinate between sales and marketing team personnel, clients and vendors.**
- ? Good experience with database software and MS Office.**
- ? Effective interpersonal and communication skills.**
- ? Self directed and goal oriented.**
- ? Strong customer service skills.**
- ? Well Averse with GDS Like Amadeus & Gallileo.**

WORK EXPERIENCE:

Worked With Shree Rani Sati Travel House Surat For 01 Year From 2013 – 2014.

- ? Issuing International Air Tickets**
- ? Maintaining Customer Data**
- ? Negotiating PLB Deals With Airlines**
- ? Monitoring and supervising Sales Of international Air Tickets Motivating Travel Agents in South Gujarat.**

Worked With Rowel Tours And Travel Private Limited as Shop Manager in Surat For 02 Years From 2014 – 2016.

☐ Supervising Sales & Negotiating Deals with Airlines.

☐ Updating company's contact profile.

☐ Managing, Training & Motivating Team

☐ Preparing MIS Reports for the management

Working With Grand Royale Holidays As Manager Sales From 2016. Till Date.

☐ Managing daily Sales activities and maintaining company's database.

☐ Serve as liaison for the company with Vendors & Government Departments

☐ Updating company's contact and mailing list.

☐ Preparing Customize Holidays Presentation To Clients

☐ Promoting various destinations within India & abroad.

EDUCATION:

HSC From School In Surat In The Year 2013.

Successfully Passed IATA exams with good grade

KNOWN LANGUAGES:

☐ English

☐ Hindi

☐ Gujarati

DATE OF BIRTH : 28/08/1995

PLACE OF BIRTH : Himmatnagar (Gujarat)

HEIGHT- 5.5 Feet

COMPLEXION>- Whitish

RELIGION- MUSLIM (Sect Dawoodi Bohra)

NOTE : IF ANY QUESTION APART FROM THIS, YOU CAN DIRECT CONTACT ME !!