

CURRICULAM VITAE

MOHAMMAD KHALIQ

Place : Dubai

Mobile: +568971059

Email: khaliqmohammad693@gmail.com

CAREER OBJECTIVE:

Looking to secure a suitable position that will allow a knowledgeable individual to display exceptional communication with guests, A challenging and intellectually stimulating career in a reputed organization where I can use my skills to enhance the organizations success along with my personal and professional growth.

EDUCATIONAL QUALIFICATOINS:

- Bachelor of Arts from Dr B.R Ambedkar University.
- Intermediate (PCM) & SSC from (UP-Board).

COMPUTER SKILLS:

- Computer Basics
- M S OFFICE

WORK EXPERIENCE:

- WORKED As A “**Tour Manager**” IN “**Exotic Journey**”, at Delhi from February-2016 to November-2018 for 2 years & 9 months.
- WORKED As A “**Reservation Agent cum Officer**” IN “**Travel Bureau**”, at Agra (U-P) from December-2018 to January-2022 for about 3 years.

RESPONSIBILITIES & DUTIES

- Assisting and advising customers who may be choosing from a variety of travel options. Making reservations for customers based on their various requirements and budgetary allowances. Checking the availability of accommodation or transportation on the customers' desired travel dates.

- Answer phones and assist customers in making, altering, or cancelling reservations, Respond to emails with reservation information, confirmations, and additional details.
- Advise customers regarding ongoing promotions or available upgrades that may enhance their experience, Answer questions regarding rooms, facilities, rates, and events, Accurately record customer information and charge credit cards upon successful reservations.

STRENGTHS:

- Hardworking & Self Confident
- Dedicated & Self Disciplined.

SKILLS:

- Excellent interpersonal, communication & presentation & listening skills.
- Excellent problem-solver and have the ability to manage situations successfully.

PERSONAL PROFILE:

Name : MOHAMMAD KHALIQ
Nationality : Indian
Driving License : Qatar License
Visa Status : Tourist Visa (3 Months)
Languages Known : English, Arabic, Hindi, & Urdu.

DECLARATION:

I hereby declare that the above information furnished by me above is correct to the best of my knowledge and believe.

Thanking Yours,

(MOHAMMAD KHALIQ)