

# RIZWAN AJEESUDEN



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## PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level tour manager position. Ready to help team achieve company goals.

## WORK HISTORY

**All Companies - Freelancer**  
Chennai • 11/2021 - Current

- Frequently inspected production area to verify proper equipment operation.

**Tour Manager - We Can Holidays Private Limited**  
Chennai • 01/2016 - 03/2021

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.

**Zenith Leisure Holidays Private Limited - Tour Manager**  
Chennai • 01/2011 - 10/2015

- Supported team in delivering top-shelf tour entertainment by smoothly handling operational needs.
- Anticipated problems with meeting tour deadlines and developed alternative plans.
- Hired support workers, stagehands and tour talent.
- Oversaw marketing, PR and location-specific promotions.

## LANGUAGES

**Tamil:**

████████████████████  
Bilingual or Proficient (C2)

**Hindi:**

████████████████████  
Advanced (C1)

**Malayalam:**

████████████████████  
Intermediate (B1)

**English:**

████████████████████  
Bilingual or Proficient (C2)

**Urdu:**

████████████████████  
Advanced (C1)

## SKILLS

- Teamwork and Collaboration
- Training and Development
- Maintenance and Repair
- Critical Thinking
- Organization and Time Management
- Interpersonal Communication
- Self-Motivated
- MS Office
- Good Telephone Etiquette

## EDUCATION

**Madras University**  
Chennai • 03/2013

**Bachelor Of Theology** 2012