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| **Academic & Professional Qualifications** | |
| * Pursuing BA-Travel and Tourism from IGNOU (2012-2014) * Pursuing Tally Accountant certification from Saraswati Accounts (Authorized Tally Institute) | |
| **Computer Literacy** | |
| * MS Office * Tally (accounting software) | |
| **Work Experience** | |
| * Worked at ACF Tours as Tour organizer executive since March 2014 June 2014. | |
| **Responsibilities** | |
| * Hotel arrangement of passengers * Travelling & Food arrangement. * Cash Management * Responsible for daily cleaning and general maintenance of the hotel. * Basic Sales & Marketing | |
| **Worked At Team Pinnacle As Office Executive From January 2011 To August 2011** | |
| * Responding to incoming and outgoing calls * Keeping a track of incoming and outgoing couriers * Maintaining stationary and attendance registers * Looking into follow up * Provide administrative services * Responsible for daily cleaning and general maintenance of the office | |
| **Worked at ASD consultant as site supervisor & purchase assistant from Sep 2007-Oct 2010.** | |
| * Material Inspection, checking, measurements etc * Day-to-day management of the site. * Labor handling * Purchase of materials * supervising and monitoring the site labor force and the work of any subcontractors * Planning the work and efficiently organizing the plant and site facilities in order to meet agreed deadlines. * Ensure all purchase is approved within mandated guidelines. * Avoid overstocking by working with product manager and warehouse manager on slow moving inventory. * Track annual purchasing commitments to principals | |
| **Personal Details** | |
| **Date of Birth** | 20th Jan 1984 |
| **Father’s Name** | Mohammad Salim |
| **Marital Status** | Single |
| **Nationality** | Indian |
| *Place: Delhi Date: 21 October 2014* | |