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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)
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| **Computer Literacy** |
| * MS Office
* Tally (accounting software)
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| **Work Experience** |
| * Worked at ACF Tours as Tour organizer executive since March 2014 June 2014.
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| **Responsibilities** |
| * Hotel arrangement of passengers
* Travelling & Food arrangement.
* Cash Management
* Responsible for daily cleaning and general maintenance of the hotel.
* Basic Sales & Marketing
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| **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
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| **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
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| **Personal Details** |
| **Date of Birth** | 20th Jan 1984 |
| **Father’s Name** | Mohammad Salim |
| **Marital Status**  | Single |
| **Nationality** | Indian |
| *Place: DelhiDate: 21 October 2014* |