

CURRICULUM VITAE



ABDUL ANWAR SEEDI

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OBJECTIVE

To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects along with that could work for the profitability and growth of the firm.

EXPERIENCE

September 2018 to March 2020

TRANSIT TRAVEL & HOLIDAYS

Worked as **Travel Agency Manager**

Job Responsibilities

- Plan work schedule for employees.
- Managing all staff contracts.
- Handling of Visa applications,
- Documents handle for Visa stamping
- Sell travel tickets and advise customers on travel plans.
- Plan, prepare and cost itineraries for clients.
- Confirm bookings and notify clients of luggage limits and all the rules and regulations of the airlines.
- Collect payments and maintain records of transactions.
- Reconcile sales slips and cash daily.
- Keep financial statements and documents etc.,

Aug 2016 to Aug 2018

IDRIS Travel and Tourism LLC

Dubai, UAE

Worked as **Travel Agency Supervisor and PRO**

Job Responsibilities

- Plan work schedule for employees.
- Managing all staff contracts.
- Handling of Visa applications, Visa Typing, Medical for Residence Visa and Tourist Visas.
- Managing all the public relations work by visiting respective Government Ministry such as DTCM, Immigration, MOL etc,
- Sell travel tickets and advise customers on travel plans.
- Plan, prepare and cost itineraries for clients.
- Confirm bookings and notify clients of luggage limits and all the rules and regulations of the airlines.
- Collect payments and maintain records of transactions.
- Reconcile sales slips and cash daily.
- Keep financial statements and documents etc.,

Aug 2011 to Jan 2016

ABC Tourism LLC

Dubai, UAE

Worked as **Reservation Clerk and PRO**

Job Responsibilities

- Preparing Inbound Tour Packages and Itineraries.
- Dealt with customer's itineraries.
- Checking availability and Booking Accommodation, Activities, securing Transportation etc.,
- Assisting Groups in Various Tours or Programs
- Managing all staff contracts.
- Handling of Visa applications, Visa Typing, Medical for Residence Visa and Tourist Visas.
- Managing all the public relations work by visiting respective Government Ministry such as DTCM, Immigration, MOL etc.,
- Preparing Daily Job order and allocating vehicles for the tours.
- Handle customer's orders and payments.
- Keep financial statements and documents etc.

Jun 2010 to May 2011

Zaman Higher Secondary School

Kerala, India

Worked as **Office Administration**

Job Responsibilities

- Managing Confidential documents such as students and staff records
- Act as a liaison between the students, parents and Principal
- maintain attendance records,
- Handling Telephone Calls and Email queries.
- Typing School documents / required letters to particular assigned person/s.
- Making sure that all employee records are accurate and well maintained.
- Setting up and maintaining employee's personnel files.
- Reading all correspondence including inquiry letters, job applications and CVs that are sent in.

ACADEMIC QUALIFICATION

- **Bachelor's Degree in Travel and Tourism Management**
(2010- Kannur University, Kerala, India)
- **IATA Diploma in Travel and Tourism Management.**
(IATA Training and Development Institute, Montreal, Canada)
- **HSC - Commerce**
(2007- Board of Higher Secondary, Kerala, India),

COMPUTER SKILLS

- **Diploma in Computerized Financial Accounting Program. – Tally**
- Global Distribution System (Galileo, Amadeus)
- Internet Application
- Ms-Office (MS Dos, MS-Windows, MS-Word and MS-Excel)
- **Good Typing Speed.**

PROFESSIONAL TRAINING AND INTERNSHIP

- **CRS Training** at Guiders Mission Travel Agency, Ernakulum, Kerala. India
- **Hotel Management Training** at Hotel ISSACS Resort, Wayanad, Kerala.

KEY SKILLS

- **Holder of UAE Driving License.**
- Good Computer Typing Speed.
- Good Communication & Written skills
- Time Management
- Hard working and self-motivated
- Flexible and ambitious
- Well organized and efficient with ability to work under pressure.

AREAS INTERESTED TO WORK IN

- Office Admin
- PRO and Visa Section
- Reservation Dept
- HR Assistance
- Office Secretary
- Tour Consultant
- Ticketing / Travel Consultant

LANGUAGES KNOWN

- English, Hindi and Malayalam
- Arabic (Reading and Writing)

PERSONAL PROFILE

- Nationality : Indian
- Gender : Male
- Date of Birth : 5th April 1987
- Religion : Muslim
- Marital Status : Married
- Visa Status : Visit Visa (Arrived on 6th Dec 2020)

DECLARATION

I do hereby declare that the information furnished above is true and accurate to the best of knowledge. Please give me an opportunity to serve in your organization, so that I can put my sincere efforts for the Development of the organization.

Thanking You.

ABDUL ANWAR SEEDI