CURRICULAM VITAE

 **Name: ASLAM KHAN**

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 **Mobile: 9902978888**

**OBJECTIVE:-**

Continuous improvement" sums up my career objective, which is to continuously update my knowledge and competencies, there by contributing to my organization and assessing self, constantly wherein I can leverage my education and skills for the growth of employer’s clients and myself.

 Attitude in the present scenario and grow along with the concern.

**PROFILE:-**

* Ability to take accurate phone messages and deliver messages promptly.
* Booking Air Tickets & Cabs.
* Experience in handling confidential paper work.
* Maintenance of office Premises.
* Letter Drafting on Microsoft Outlook.
* Other Administration Work :
	1. Handling Stationary
	2. Dealing with Vendor
	3. Courier work
	4. Payments
	5. Maintaining the Course ware Material & sending it to Branches (Related to Training)
* Day-to-Day Admin Activities & MIS reports
* Monthly Audit & MIS report

*Worked with some of the renowned firms including* ***Armen******tours & Travels, Clippers******tours & Travels, Spaceline World Travel, ING Life Insurance, Global Travels****.*

*Currently working with* ***Cox and Kings Ltd****.*

**EDUCATION & TRAINING:-**

* PUC from Bangalore University Board, Year 2002 – 2004, With 1 Division
* Graduation Under Corresponding in Bangalore University

**COMPUTER SKILLS:-**

* Software (Computer Operating Windows -98/2007 & 2010, XP & MS office)
* BASIC & Advance Diploma in Airlines & Travel Management
* DOS & Windows

**EMPLOYMENT EXPERIENCE:-**

* Worked in **Armen** **tours & Travels** as **Trainee** from September 2004 to June 2005 (Ticketing & passport)
* Worked in **Clippers** **tours & Travels** as **Trainee** from July 2005 to October 2005 (Package tours & ticketing)
* Worked in **Spaceline World Travel** as Counter staff from Dec 2005 to Nov 2007. (Applying fresh / renewal Passports & Domestic / International ticketing)
* Worked in **ING Life Insurance** as Junior Executive (Travel Coordinator) from Nov 14th 2007 till 1st Dec 2009.
* Worked in **Global Travels** as Senior Staff from 20th Dec 2009 to Nov 2011.

(Handling Domestic & International ticketing, Visas, Train tickets, & Cab bookings)

* Working in **COX AND KINGS LTD** as Team leader from 4th Feb 2011 till date.

(Handling International & Domestic ticketing, FIT Groups travels, Visas, Train/Bus tickets, Hotels & Cab bookings)

*Worked with few renowned Implants* **(Mac Cafe / Vodafone / Sabre / PWC / Ness Technology)** currentlyw*orking with Implant* **Lowes India Pvt Ltd.**

(Handling International bookings, Visas, Hotels & Cab bookings, HR Groups travel for campus purpose, Forex arrangement, Laptop/Immigration letters & MIS reports)

*Looking forward to get associated with reputed company and assure my determination and sincerity towards work, giving my best out of everything*

**COMPUTER RESERVATION SYSTEM:**

* AMADEUS
* GALILEO
* ABACUS

**EXTRA CURRICULAR ACTIVITIES:-**

* Reading book, listening music, Playing Cricket & Various Collegiate meets
* To take up a challenging career, which enhances individual talent, creativity, vision and determination and to effectively use my skills, experience and qualifications in today’s Dynamic Sales, Banking and Customer Care environment and contribute to the success of the organization I work with.

**STRENGTHS:-**

* Versatility and adaptability
* Dedication and drive as a hard-working individual.
* Good communication, interpersonal and team-building skills.
* Ability to manage multiple tasks in a pressured environment.

**PERSONAL DETAILS:-**

Name : Aslam Khan

Date of Birth : 30 December 1986

Father’s Name : Shafi Ulla

Sex : Male

Languages known : English, Hindi, Kannada

Marital Status : Married

Nationality : Indian