



MOHAMMED YOUSUF

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CAREER OBJECTIVE

Seeking a Career as a Travel Agent where a high level of learning is involved so as to utilize the skills gained through education to the maximum and achieve the goals of the Organization through hard work, determination and self-confidence.

EDUCATION QUALIFICATION

- **B.com (Computer)** From Utkal University at Bhubaneswar, Odisha.
- **Intermediate** From State Board of School Examination & Board of Higher Secondary Examination at Tamil Nadu.
- **S.S.C** from Board of Secondary Education in Govt High School, Vijay Nagar Colony, Hyderabad.

WORK EXPERIENCE

- Worked as a **Travel Consultant (Air Ticketing)** in **City Link Services Tours & Travel (Hyderabad)**

From 01st Jan 2012 to 01st June 2015

- Worked as a **Travel Consultant (Air Ticketing)** in **Al Faris Int'l Travel & Tourism(Saudi Arabia)**

From 17th June 2015 to 30 Dec 2017

- Worked as a **Travel Consultant (Air Ticketing)** in **Cloudz Tours & Travels (Hyderabad)**

From 01st Jan 2018 to 15 Mar 2019

- **Worked as a Account / Plant In Charge** in **My Valley Enterprises** at Kowkoor, Hyderabad.

From 01 Apr 2019 to 02 Feb 2021

I have more than 5 years' Experience of Travel and Tourism

ROLES & RESPONSIBILITIES

- Arranges reservations and routing for passengers at request of Ticket Agent.
- Handling hotel bookings.
- Reissuing, Refund and revalidation of tickets.
- Issuing tickets for corporate passengers prepare itineraries of business & top level executives, managers, directors.
- Responsible for issuance of tickets with correct fare and with correct fare rules and regulation as per airline contracts to avoid airline debit note.
- Knowing very well customer requirement and how to handle them in difficult situation.
- Well known with back office queries related to fares and other queries of all airline rules and regulation.
- Handling airline reservation, preparing and costing of tour packages as per client's requirement.
- Communicating with clients/corporate over the phone and via e-mail.
- Reissuing of tickets on CRS. Assisting the Manager in Group Ticketing, Hajj/Umrah packages, and visa.

STRENGTHS

- Excellent interpersonal and communication skills.
- Multi-tasking abilities with proficiency in organizing and managing different tasks
- Expert knowledge of handling administration and paperwork
- Ability to give training for fresher's new hire staff.
- Strong Amadeus & Galileo skills
- A strong sales focus

- Sharp minded and quick learner
- Proven ability to manage multiple projects simultaneously
- To be able to work in a fast-paced environment
- Diplomatically handles customer complaints

COMPUTER SKILLS

- Software Operating : C R S Languages (**Amadeus**)
- Operating System : Windows 98, 200, & XP
- Office Automation : MS- Word, Excel, & Power Point
- Typing Speed : 35-40 WPM

PERSONAL PROFILE:

Name : Mohammed Yousuf

Father's Name : Mohammad Moin

Date of Birth : 30th March 1992

Nationality : Indian

Hobbies : Playing cricket, listening music

Marital Status : Single

Languages Known : English, Hindi & Urdu

DECLARATION:

I hereby affirm that above-furnished particulars are true for the best of my knowledge and belief.

Mohammad Yousuf