

RESUME OF MOHAMMAD NUR NABI

Present address:

Dammam Saudi Arabia, 31952, 138896515, 0, 10000

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Career Objective

As a dedicated professional with extensive experience in the travel industry, I excel in ticketing, billing, and financial management with banks. My proficiency in Microsoft Excel allows me to efficiently manage data and streamline operations. Additionally, I possess a strong technical background, adept at resolving personal computer hardware and software issues, ensuring seamless day-to-day functionality. My skill set not only enhances operational efficiency but also provides a reliable and comprehensive service experience.

Employment History

AL-GAZI TRAVELS LTD.

Location: 166/167 Shaheed Syed Nazrul Islam Sharani, Al-Razi complex. Suite- # D401, 4th Floor. Purana Paltan, Dhaka-1000, Bangladesh.

Duties/Responsibilities

- Plan details for travel including transportation, accommodation, and airlines.
- Work with clients to determine their traveling needs.
- Guide clients on the appropriate styles of transportation, travel dates, costs, and accommodations.
- Manage large-scale events including conferences and retreats.
- Book transportation and hotel reservations on behalf of clients.
- Collect payments and pay fees.
- Resolve travel issues, complaints, and refunds.
- Meet sales targets and profit goals.
- Maintain client information and financial records.
- Ensure you stay up-to-date with tourism trends by attending travel seminars.

Interest and Activates

- Know various types of people and understanding them.
- To know the unknown cultures.
- To face new cultures visit new places.
- Jobs in any national and multi-national company.

Capabilities

- Working capability in group and individual working condition.
- Goal oriented hard working ability. Like to take and meet challenge.
- Have sound presentation skill, work out and presented many cases, report and assignment as required or course curriculum.

Academic Qualification

➤ HSC	Commerce	Govt. Mujib College	CGPA 2.20	2015
➤ SSC	Commerce	Shahjadpur High School	CGPA 2.56	2012

Computer Skills

Microsoft Office, Adobe Illustrator, Adobe Photoshop, Adobe Premiere Pro, Internet & Hardware Networking (E-mail & Browsing) Computer system Create etc.

GDS (Global Distribution System)

- Galileo (Booking, Issue, Reissue, Refund, etc.)
- Sabre (Booking, Issue, Reissue, Refund, etc.)
- Amadeus (Booking, Issue, Reissue, Refund, etc.)

Language Proficiency

Bangla, English, Arabic, Hindi

Personal Details

Father's name : Neyazur Rahman
Mother's name : Zakia khatun
Date of Birth : 09 apr 1995
Nid no : 686 960 9997
Marital Status : Married
Religion : Islam
Sex : Male
Height : 5'-6''
Blood Group : O+ (Positive)
Nationality : Bangladeshi by birth
Permanent Address : Home- Sekhahmed Member Bari Vill-Shahjad Pur P/O: Patwarirhat, Post Code- 3811, P/S:Company goanj, Dist- Noakhali Bangladesh.

Signature