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| MISBAH FATEMA HUSSAINAlBaqer4, Flat No. 904, Al Tawun,Sharjah, UAE P.O.Box 82153|M: 0558369829 misbah.hussain7@gmail.com |  |

Executive Profile

* Self-motivated and devoted management professional with nine years of experience in Travel and Tourism sector.
* Extensive experienced career in the traveling field with organizational skills and professionalism.
* Expertise in all aspects of travel, tourism and catering.
* Expertise in handling groups.
* Pleasant, outgoing and responsive personality.
* Expertise in developing tour packages and plan travel.
* Ability to adapt myself in any environment

Skill Highlights

* Self-Motivated Business operations organization
* Customer Oriented Client account management
* Time Management Hard Worker
* Vendor Negotiations Fast Leaner

Professional Experience

Senior Executive

Reckon Travels & Holidays -Mumbai Maharashtra May 2009-Apr 2016

* Arranging flights, insurance and accommodation.
* Using a booking system to secure holidays.
* Collecting and processing payments.
* Advising clients on travel arrangements, e.g. visas and passports.
* Sending out tickets to clients.
* Keeping clients up to date with any changes.
* Dealing with complaints or refunds
* Maintaining the data of customers.
* Making payment s to suppliers for hotel packages
* Escorted Groups to Dubai ,Singapore and Malaysia.

Executive

Al United Travel Links and Pvt Ltd Nov 2007-May 2009

* Arranging flights, insurance
* Using a booking system to secure ticketing.(Amadeus)
* Handling Rent a Car within India for tourist and co-operates

Education

Bachelor of Arts - Literature Apr 2010

KC College-MUMBAI, MAHARSHTRA -INDIA

Languages

* English
* Sign Language
* Urdu
* Hindi
* Gujarati
* Arabic only read & write

Certifications

* Aussie Specialist in the year 2010
* Canada Specialist in the year 2010
* Kiwi Specialist in the year 2010
* Dubai Specialist in the year 2011
* Oman Specialist in the year 2011
* Kenya Specialist in the year 2013
* Malaysia Specialist in the year 2013
* Certified France Travel Agent in the year 2013
* Completed I Know Europe Certification Programme in the year 2013
* Star Cruise Specialist in the year 2015

Achievements

* Recognized for managing successful trips with "Excellency" award.

Personal Details

* Date of Birth: 11thDec 1989
* Passport No.: J-1738796
* Visa Status: Residence Visa
* Nationality: Indian
* Marital Status: Married
* Driving License: Applied