



MOHD HANEEF

VOCATIONAL TRAINER (TOURISM AND TRAVEL)

I have **more than five years** of Tourism and travel industry experience and looking to secure a **Project Coordinator** position in **NSQF** project with Centum learning Ltd.



M-64 2nd FLOOR BATLA HOUSE
JAMIA NAGAR
OKHLA NEW DELHI-110025



May 10, 1989



7906004403
mohdhaneef760@gmail.com

EDUCATION

2011 - 2015

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU DELHI)

MASTER IN TOURISM MANAGEMENT (MTM)

2010 - 2011

JAMIA MILLIA ISLAMIA (JMI NEW DELHI)

DIPLOMA IN TOURISM AND TRAVEL MANAGEMENT (DTTM)

2007 - 2010

MAHATMA JYOTIBHA PHULE ROHAILKHAND UNIVERSITY, BAREILLY, U.P.

BACHELOR IN SCIENCE (B.SC) SUBJECT:CHEMISTRY, BOTANY AND ZOOLOGY

2005 - 2006

BIJNOR INTER COLLEGE BIJNOR

INTERMEDIATE (U.P. BOARD)

2003 - 2004

BIJNOR INTER COLLEGE BIJNOR

HIGH SCHOOL (U.P. BOARD)

EXPERIENCE

December 2015 - present

BASIX Academy for building lifelong Employability, Saket New Delhi Worked under NSQF project in Sarvodaya Kanya Vidhyalaya Jama Masjid Delhi.

Vocational Trainer (Tourism and Travel)

Responsibilities: Provide people skills training, train 9th class to 12 class

students, Arrange Guest lecture in School and Industry visit in Hotels, Travel agencies, museums, monuments, Make Role play, Group Discussion and other tourism activities for students, Motivate students for their career in Tourism industry, Employment counseling of students in Tourism industry

February 2014 - June 2015

Serco BPO pvt. (Worked for Orbitz.com and cheapticket.com)

Senior Customer Sales Executive

Responsibilities: Worked on World span, Apollo and Amadeus, Issuing rejects PNR from website, Quality check, Complete work under time management and Call airlines, Attraction services, hotel and GDS

help Desk

March 2013 - January 2014

AS Tours and travels

Tour Executive

Responsibilities: Responding to customer Queries, Marketing tour packages to customer, Collection of data required for travel business and promotional calls. Making calls for Hotel reservations, Developing Travel itineraries and Selling Tour Packages.

January 2012 - February 2013

NS Tours and Travels

Tour coordinator

Responsibilities: Hotel reservation, Developing Travel itineraries and Selling Tour Packages, Marketing Tour Packages to Travel agent and

Customer, Responding to customer Queries, Negotiating travel deals with Airlines and Hotels, Deal in Corporate Meetings, Incentives, Conferencing and Exhibition (MICE) and Escorting Tours

COMPUTER QUALIFICATION

Advance Diploma in computer Application from RCTI Bijnor

in Year 2007 -

Microsoft Office - Having basic Knowledge

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

HOBBY



Travelling



Interact with people



playing cricket

OTHER INFO

Father Name : Mohd.Ateeq

Mother Name : Shameem Fatma

Marital status : Single

Gender : Male

Permanent Add : HNo 197, Mohalla Qazipara shumali District Bijnor-246701 (U.P.)

I here by declare that all above information is true and best to my knowledge.

Date:

Place:

Signature: