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# Murtaza Saify

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H no 60, Aliganj Jumerati Bhopal 462001

| Cell: 09806761974/9893139953

Murtazasaify5253@gmail.com

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## Professional Summary

Customer service-oriented Travel Agent with 3 years career experience in Travel and Tourism industries. Possesses expertise in strategic partnership identification and development event planning and travel coordination. Key skills include time management organization and written and verbal communication.

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## Core Qualifications

- Domestic & International Travel expertise
  - Accounting
  - Relationship Management
  - Travel Consulting & Reservations
  - Transportation Coordination
  - Event Planning
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## Experience

### Travel Agent

#### MB Tours and Travel

**Nagpur, MH**

- Maintain regular communication with customer prior to departure to provide updated travel information including delayed departures and earlier flight availability.
- Responsible for collecting and recording deposits and final payments.
- Verify customer passports visas and state issued ID's and ensure proper identification for passage to foreign countries.

### Travel Agent

#### Any Destination Travel and Tourism

- Prepared detailed itineraries including nearby sight-seeing tours of historical places shopping centers and entertainment.
- Investigated customer complaints with transportation accommodations and various travel-related providers.
- Liaised with hotels and air bus and cruise lines to determine availability and book passage or stays.

### International Vacation LLC.

#### Travel Agent

- Met with customers to discuss travel foreign and domestic travel and tour packages..
  - Provided travel brochures and destination literature with points of interest relevant to customer needs.
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## Education

### BBA – Management

Barkatullah University

**2013**

Bhopal, Mp

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