**Resume**

**Name:** Tanveerahmed Fayyazahmed Shaikh.

**Contact Details:**

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2. **Mobile Number:** +91 9764377277 / 8329904255

**Career Objective:** To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goals.

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | School/College | Board | Year of completion | Grades/Class |
| BTS | IGNOU | IGNOU | 2022 | Second class |
| IATA (Basic) | Ties Institute | - | 2019 | Pass |
| DTT | MSIHMCT | Autonomous | 2017 | 71.75% |
| X | HFCHS | SSC | 2014 | 72.80% |

**Projects:** Helped in filling the questionnaires from Pune city for Ministry of Tourism, Govt. of India on “functioning of Tourist Police in States/ UT’s and documentation of best practices” in Nov 2015.

Experience: Cox and Kings - I was working as a trainee with Cox and Kings Ltd. Prabhat Road, Pune. Where I was assigned the Following tasks:-

1] To fill visa application form and take visa appointments.

2] To fill the BTQ forms.

3] I have issued insurance.

4] I have worked with our MICE Dept. I have helped them in filing online visa application form & checking their documents.

5] To handle domestic enquiries as a Junior Sales Executive.

Bhagyashri Travels Pvt. Ltd. – 1] I was working with Bhagyashri Travels Pvt. Ltd. as a Tour Manager.

2] Domestic destinations I have visited as a Tour Manager are – Hyderabad, Coastal Karnataka, Madhya Pradesh, Kashmir, and Rajasthan.

3] International destination I have visited as Tour Manager is – Bhutan.

4] Domestic Air Ticketing from Riya Travels Portal.

5] Passport and Visa form filling and checking documents.

Wipro – Flipkart CS Process – 1] I was working as a customer service executive.

2] I used to get inbound call regarding order status check, returns etc. where I used to provide resolutions to customers for their queries.

XDBS (On Direct) – 1] I was working as Research analyst.

2] My job profile is to search for prospects on LinkedIn as per the Specifications provided.

Leadque - 1] I was working as Research analyst.

2] My job profile is to search for prospects on LinkedIn as per the Specifications provided.

**School Extra Curricular:**

1. Participation in Scout-Guide program,

2. Certificates and Medals in Karate Tournaments,

3. Participation in cultural programs.

**Skills:** Sincere, Hardworking, Self Confidence.

**Hobbies:** I like travelling with my friends, watching new movies, .

**Personal Details:**

* **Permanent Address:** A2-201, Easterlia, Khese park road, Lohegaon, Pune-47
* **Date Of Birth:** 26th May 1999
* **Language Known:** English, Hindi, Marathi.

I hereby certify that all the above details are correct and to the best of my knowledge.

Date: / / 2023

(Tanveer Shaikh)