



Mohd Farhan Khan

Date of birth: 01/09/1998

Nationality: Indian

CONTACT

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ABOUT ME

Engaging Travel And Tourism, Office management with 10+ Years of Experience in India, I Know exactly how to maintain a professional, positive manner when i engage work related to my field, I Am Seeking a Challenging Role in A Dynamic And Fast-Paced Work Environment Where I Can Utilize And Nurture My Skills And Expertise While Contributing To The Company's Success.

WORK EXPERIENCE

2017 – 2023 Lucknow, India

● **Travel Cunsultant** SMART TRAVEL AGENCY

Arranging leisure and corporate tours and holidays
Promoting tours and travel packages on behalf of resorts, travel groups and cruise lines
Updating database with correct personal details and billing information
Invoicing customers for due payments
Taking cash deposits and payments for holidays
Resolving scheduling conflicts and other issues as they come up
Selling holiday insurance plans to travellers
Coordinating the use of bonus miles and other rewards that the clients want to use
Replenishing travel brochures and promotional materials
Handling vendor and traveler phone calls
Ticketing

2015 – 2016 Lucknow, India

● **Data Enroller** Unique Identification Authority of India,

Aadhaar Card is a Indian citizenship Identity Proof
Data Enrolled in Government of India website

2014 – 2015 Lucknow, India

● **Office Coordinator** FOOD AND CIVIL DEPARTMENT, Government of India.

An Office Coordinator oversees office communications and supports essential operations.
Manage emails,
phone calls,
Coordinate meetings,
Ensuring efficient workflow and effective communication within the office environment.

EDUCATION AND TRAINING

Ballia Uttar pradesh, India

● **Master Degree: Arts [Sociology]** Jananayak Chandrashekhar University

Lucknow, India

● **MINI ITI-Computer Operator and Programming Assistant- Directorate (Diploma Certificate)** U.P Madarsa Vocational Training

LANGUAGE SKILLS

MOTHER TONGUE(S): Hindi | Urdu

OTHER LANGUAGE(S): English

DIGITAL SKILLS

Excellent command of Microsoft Office (Word, Excel, Outlook) | Social media Facebook, Instagram, Twitter, Youtube, Telegram, LinkedIn | Microsoft Powerpoint | Editing photo/video | Ticketing Powerful Typing Speed legal e-government and e-administration knwoledge | Microsoft Excel

ADDITIONAL INFORMATION

Hobbies and interests

● **HOBBIES AND INTERESTS** Chess, Football, Hunger For Learn, Reading Books

Communication and interpersonal skills

● **Skills & Abilities** Computer literacy in Excel and Word
Administrative competencies such as those of a Receptionist
Customer Service Skills
Relationship building
Analytical and Problem-Solving Skills
Ability to Answer High Volume of Calls or Emails
Time-management Skills
Knowledge of the travel industry and local suppliers
Experience with customer support systems

Passport & Visa

● **Passport Number- V0029640**

Visa Status- Visit Visa Till 24 March 2024

Sincerely, Mohammad Farhan Khan

Immediately Able To Join Dubai UAE.