



MUJBIR JUMAN

Hospitality Graduate / IATA Certified Travel Professional / Skilled in Aviation | Catering | Logistics and warehouse Management.

Looking for an opportunity to Associate with a progressive organization to utilize my skills and knowledge according to the trends and dynamically works towards the growth of the organization.



mujbirjumanpk@gmail.com



567420540



Dubai, UAE



linkedin.com/in/mujbir-juman-7a4a58203

SKILLS

Communication skill

Time management

Problem solving

Customer service

Quick learner

Management skills

Multitasking

Presentation skill

Administration

LANGUAGES

English
Full Professional Proficiency

Hindi
Professional Working Proficiency

Arabic
Limited Working Proficiency

INTERESTS

Cooking

Football

Travel

WORK EXPERIENCE

Inventory Associate

Nesto Group

01/2021 - Present

Dubai, UAE

Achievements/Tasks

- Tallying invoice and purchase order. Inventory control and maintain store.
- Receiving stock through PDT. Receive and count stock items, recording data using computer
- In term of inventory control maintain accurate records of stock and count the stock periodically.
- Clean and maintain supplies, tools, equipment, and storage area in order to ensure compliance with safety regulations.
- Manage vendor and suppliers and oversee invoice and billing and administration

Travel Consultant

IGT solutions

09/2019 - 01/2021

Delhi, India

Achievements/Tasks

- Research various destinations and means of travel regarding prices, customs, weather condition.
- Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation.
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages
- Responding to inquiries about our company's services and offerings
- Handling Computer Reservation and Air Ticketing in Computerised reservation system. Issuing International Air Tickets to the clients.
- Coordinating with corporate clients for their travel related queries.

Management Trainee

Taj Hotel

10/2017 - 10/2018

Karnataka, India

Achievements/Tasks

- Registration of guests and assigning rooms. Maintain an inventory of reservation, vacancies and room assignments.
- Answer questions regarding the hotel services, explaining menu items and specials, and offering personal attentive treatment.
- Responsible for maintaining the hygiene and appearance of the hotel
- Preparing meal ingredients, which includes seasoning of different meats as well as washing, peeling, and chopping vegetables and fruits.

EDUCATION

Foundation of Travel and Tourism

IATA

07/2018 - 07/2019

Calicut, India

BSC Hospitality Management

Calicut University

06/2015 - 06/2018

Calicut, Kerala, India