



AQEEQ JAHANGIR

CONTACT

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(Available in UAE on visit visa)

PERSONAL DETAILS

Date of Birth: 01 MAY 1997

Nationality: INDIAN

Passport Number: T4626367

(valid till march 2029)

Address: ABU DHABI

Language Known: English, Hindi, Urdu.

"Motivated and detail-oriented professional seeking opportunities to apply my expertise in travel coordination, administrative support, and business finance. Adept at managing documents, analyzing data, and delivering exceptional customer service. Committed to efficiency, teamwork, and continuous learning to drive business success."

EXPERIENCE

SEPTEMBER
2022-
NOVEMBER
2024

AJWA TOURS & TRAVELS, MUMBAI, INDIA TRAVEL AGENT

- Provided customers with best deals and well researched travel options, successfully negotiating rates while improving customer satisfaction ratings.
- Provided exemplary customer service to new and existing clients, which helped build lasting relationships and secure new travel assignments.
- Supervised payments via credit and debit cards and handled sensitive information with professionalism and discreteness.
- Arranged travel accommodations for groups, couples, executives, and special needs clients.

FEBRUARY
2021-AUGUST
2022

PNC SOLUTIONS, MUMBAI. OFFICE ASSISTANT

- Prepared and edited documents to produce precise, accurate and professional communication.
- Promptly received and forwarded incoming communications, such as phone calls, emails, and letters, to appropriate staff.
- Coordinated and scheduled meetings and appointments.
- Purchased and maintained office supplies.

EDUCATION

APRIL 2019



BBA (BACHELORS IN BUSINESS ADMINISTRATION)

INSTITUTE: Swami Vivekanand Institute of Management & Technology
(UAE MOFA attested document)

SKILLS

- Document management and organization
- Data entry and accuracy
- EXCEL,
- WORD,
- CANVA,
- Communication and interpersonal skills
- Team work
- Time management

SHORT CERTIFICATE COURSES

- Basics of finance
- Profit and loss
- Finding funding
- Sales forecasting
- Ai for beginners
- Capital budgeting techniques
- Business finance foundation
- Accounting concepts and standards
- Business analytic with excel