



CURRICULUM VITAE

Career Objective

To work in vast and ever expanding field of Business Management & Administration and grow consistently by enhancing knowledge and skill through projects and work experience. Gain technical skills, management skills, and practical knowledge and emerge as a leader by sharing my experience and efforts with dedication in Business industry.

SYED ZAFAR MOHAMMED

Email:

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Mobile No :

+91-9550722742

Present Address:

**H.No. 9-4-4/A/8 N.S.F
Colony
Tolichowki Hakeempet
Hyd-08**

Strengths:

Good leadership qualities,
Optimistic and hardworking,
Zeal in learning new things,
Punctual and dedicated towards
work.

Interests:

Swimming and listening music
and Traveling at various places,
Interacting with peoples and
Learning new ideas.

Academic Qualification

- **B.com** (2005-2008) from Osmania University.
- **12th** in (2003-2005) from Board of Intermediate.
- **10th** in 2003 from Board of Secondary.

Total Experience

Currently working in **JETAIRWAYS India Pvt Ltd (Hyderabad)**. As
Sr. Customer Service Assistant (MAY 2011 – presently working)

**GOLD COAST CONTRACTING COMPANY (L.L.C) (DIAMON ARCH
PROPERTIES)
DUBAI – UNITED ARAB EMIRATES
POSITION: ACCOUNTANT GENERAL
JULY 2009 – OCTOBER 2010.**

**APEX WordWorks PVT. LTD.
POSITION: DATA CONVERSION
MAY 2008 – APRIL 2009
PLACE: HYDERABAD (INDIA).**

Tools Knowledge

- Database Tools : MS Excel, MS Power Point, MS Word.
- Operating Systems : Windows xp, Windows 2000 & 98.

Work Experience in (Aviation)

Company : Jet Airways India Pvt Ltd.
Position held : Customer Service Assistant.
Duration of work : May 2011 – presently working
Location : RGIA-Hyderabad.
Description : Handling Terminal Operations.

Job Responsibilities

Inside the Airport Terminal

- Checking passengers in for flights.
- Re-routing or re-booking passengers whose flights have been cancelled or delayed.
- Assisting disabled passengers or those traveling with young children.

Personal Data:

Name: **SYED ZAFAR
MOHAMMED**

Fathers Name: **SYED
AHMED MOHAMMED**

DOB: 25-01-1987

Sex: Male.

Marital Status: Married.

Nationality: Indian.

Languages Known: English
Hindi,
Urdu,
Telugu.

Permanent Address:

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- Giving passengers up-to-date information on flights.
- Assisting passengers with all enquiries, including lost or delayed baggage. board the passenger on their flights on departure time
- Assisting staff in carrying out security checks as and when the situation arises.
- Delivering high levels of customer service to passengers and those traveling through the airport.

Outside the airport terminal

- Handling all the loading and unloading of passenger bags from the aircraft.
- Helping direct passengers on to and off the aircraft.
- Directing landed aircraft to taxi spots.
- Providing services such as steps from the aircraft for passengers and crew to disembark the aircraft.

Work Experience in Accounting.

Company : GOLD COAST CONTRACTING COMPANY (L.L.C)
(DIAMON ARCH PROPERTIES)

Position held : ACCOUNTANT GENERAL

Duration of work : 1.3 yrs

Location : DUBAI – UNITED ARAB EMIRATES

Job Profile : Accounting and management

Regular Duties And Job Responsibilities:

- Preparation of sales agency agreement
- Preparation of Transfer agreement
- Preparation of sales/purchase agreement for the final client
- Preparation of Reservation forms
- Preparation of availability report
- Preparation of receipt and payment vouchers
- Receive of Cheque from clients
- Payment of commission to agents
- Updating of sales report
- Preparation of monthly installment report
- Preparation of LPO
- Preparation of Petty Cash
- Updating the clients about their installment by sending fax or phone
- Dealing with new and old clients
- Day to day account activities
- Attending of Phone and faxes
- Responsible for all office matters
- Report of daily activities to Managing director
- Reporting directly to Managing director
- Preparation of final account statement at end of the year
- Finalization of accounts at end of the year

Courses & Training

- **SAP (FI/CO)**
- **Tally 7.2**
- **Ms Office Package (Ms Excel, Ms Word, Ms Power Point)**
- **Basic Airport Handling.**
- **Saber Interact Check in.**
- **Dangerous Goods.**
- **Jet Care.**
- **Telephone Etiquette.**
- **Customer Service Excellence.**

Declaration

I am a very Ambitious, Hard working and determined Professional as far as work is Concerned. I have passion for computers, Communication skills .I assure you of the best output from my end. I confirm that the information provided by me is true.

DATE :
PLACE :

SYED ZAFAR MOHAMMED.