

CURRICULUM VITAE



RAHEESA MK

PROFILE

Skilled IATA and Bachelor of Commerce graduate with sufficient years of experience in Ticketing and Travel related services. Professionally dedicated and experienced in various CRS (Computer Reservations System) software's, Passport and Visa handling, Clearance of visa papers, Managing reservations. Certification of IATA foundation level, And knowledge in various CRS software's.

CONTACT

PHONE:

+971567520194

EMAIL:

raisaa757@gmail.com

LOCATION:

Muwaileh, Sharjah, United Arab Emirates.

LANGUAGES KNOWN

English - Expert
Malayalam - Expert
Hindi - Expert
Arabic - Read and Write

PERSONAL DETAILS

Date of Birth: 20-09-1997
Sex: Female
Religion: Muslim
Nationality: Indian
Visa Status: Husband visa
Marital Status: Married
Passport Number:U6861280
Passport Validity:04-10-2030

EDUCATION

Ansar Women's College- 2015-2018

Bachelor of commerce, Calicut University, Kerala, India.

Speed Wings Aviation Academy - 2019

IATA Foundation with Galileo Diploma
Specialization in Travel and Tourism

I.C.A.E.H.S.S - 2015

Class 12 – Commerce Department

H.S Thiruvallayanoor School- 2013

Class 10 – Kerala

WORK EXPERIENCE

Travel Bay Tourism,Sharjah,UAE –Administration Cum Travel Consultant

25th December 2021 –31st July 2022

- > Dealing with queries on the phone and by email
- > Ticketing and hotel reservation
- > Final debit credit matching to the travea software.
- > Experience with Ninth ware software
- > Visa typing and posting, Handling clearance of visa papers, Customer handling, Documentation.
- > Performed general office duties and administrative tasks, Collection of debts and help the credit manager in reducing the overdue debts, Maintain petty cash.

Sky Wheelz Car Accessories-India - Assistant Accountant

(26th Feb 2020 –1st Feb 2021)

- > Receive and process invoices and billing statements.
- > Aid accounting staff and department with day- to-day accounting duties.
- > Issue invoices to customers and external partners, as needed.
- > Review and file payroll documents.
- > Enter financial transactions into Microsoft office.
- > Preparing financial documents such as invoices, bills, and account payable & receivable.

Iris Tours and Travels, Kerala, India – Travel Consultant

1st August 2019 –1st Feb 2020

Areas Covered: Guest Registration, Managing Tour Packages, Communicating about Airfares and Ticketing, Customer Relation, Documentation, Preparation of daily, monthly, and yearly sales chart.

PROFESSIONAL TRAINING EXPERIENCE

Akbar Travels of India PVT LTD, Kerala, India.

1st January 2016 – 30th June 2016

Areas Covered: Provision of Travel information and Documents, Global Distribution System and Computer Reservation System, International & Domestic Reservation and Ticketing.

COMPUTER SKILLS

Microsoft Office
Amadeus
Galileo
Sabre
Internet Research and Email.

SOFT SKILLS

Coordinating with clients
Experienced in leading team.
Organizing and communication skill
Power to prioritize and multitask.
Optimistic and hard working.

I, Raheesa MK hereby declare that all the details mentioned above are true to the best of my knowledge. Any relevant documents or references can be provided as and when required.