

CURRICULUM VITAE

MOHAMMED ADNAN RAFEEQUE

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Brief Overview:

Seeking a career to utilize my abilities & Skills in the field of Travel & Tourism industry. With professional process while being resourceful, innovative and flexible, where I can leverage my function call for the development of the organization.

Academic Qualifications:

- **Bachelor of Commerce (computers) 2015** – Osmania University, Hyderabad, TL, INDIA
- **Intermediate Education 2013 - 2015** – M.S Junior College, Hyderabad, TL, INDIA
- **Secondary Education 2013** – New Era Mission High School, Hyderabad, TL, INDIA

IT & Network Skills

- MS office 2000/2007 and Web Browsers
- Microsoft Certified System Engineer(MCSE)
- Basic Networking & Troubleshooting
- System Administration, Technical & Customer Support

Professional Experience: Professional Experience:

VFS GLOBAL (AL KHOBAR KSA) from Nov 2019 – Present

PROFESSION: OFFICER OPERATIONS

- Submission officer
- Data entry.
- Delivering the passports to the clients
- Deal with the applicants on regular basis for submissions & requirements.
- Support the applicant while doing submission & Bio Metric at the VFS global
- Maintain the important records.

BLS SPAIN VISA APPLICATION CENTER (RIYADH KSA) from Jan 2018 – Nov 2019

PROFESSION: SENIOR OFFICER OPERATIONS

- Submission officer
- Data entry.
- Delivering the passports to the clients
- Deal with the applicants on regular basis for submissions & requirements.
- Support the applicant while doing submission & Bio Metric at the bls Spain
- Maintain the important records.

ONE WORLD TRAVELS & TOURS (Riyadh, KSA) From Jan 2017 – Dec 2017

- Preparing documents required for the submission at the embassies.
- Preparing Applications to submit at the embassy.
- Book and manage appointments for the clients.
- Deal with the applicants on regular basis for submissions & requirements.
- Support the applicant while doing submission & Bio Metric at the VFS Global Office.
- Collecting passports and delivering it to the client.
- Maintain the important records.
- Handlings calls and respond accordingly.
- Handling visa fees and receipts for maintaining records.
- Visiting VFS Global & all the Embassies on regular basis for any updates & information's.
- Maintaining good relation with all the competitors in the market for price understanding.

AMIKAN TRAVELS & TOURS (Riyadh, KSA) From Dec 2015 – Dec 2016

- Preparing documents required for the submission at the embassies.
- Preparing Applications to submit at the embassy.
- Book and manage appointments for the clients.
- Deal with the applicants on regular basis for submissions & requirements.
- Support the applicant while doing submission & Bio Metric at the VFS Global Office.
- Collecting passports and delivering it to the client.
- Maintain the important records.
- Handlings calls and respond accordingly.
- Handling visa fees and receipts for maintaining records.
- Visiting VFS Global & all the Embassies on regular basis for any updates & information's.
- Maintaining good relation with all the competitors in the market for price understanding.

Personal Traits:

- Strong Communication skills.
- Enjoy Interacting with people
- Able to work under pressure
- Enjoy traveling to different places
- Self-motivated and energetic
- Good at convincing people
- Efficient and well organized

PERSONAL DETAILS

Date of Birth : 04April 1994 (24 Years)
Religion : Islam
Marital Status : Single
Nationality : Indian
Languages Known : English, Hindi, Arabic and Urdu
Iqama Status : Transferable.
Passport Details : Passport Number # M0839569, Date of Expiry: 11/08/2024
References : Upon request

DECLARATION

I consider myself familiar with above aspects. I am also confident of my ability to work in a team. I hereby declare that the above information furnished is true to the best my knowledge.

Place:

Date:

Signature:

(MOHAMMED ADNAN RAFEEQUE)