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## NOORJAHAN

### OBJECTIVE

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization and myself.

### EDUCATION

- ❖ BACHELOR OF COMMERCE(B.COM)-INDIRA GANDHI UNIVERSITY  
(SREE KERALA VARMA.KERALA-INDIA)(ONLINE PURSUING)
- ❖ DIPLOMA IN FOUNDATION IN TRAVEL AND TOURISM  
WITH **AMEDEUS**.(MONTREAL,CANADA,MARCH 2017)
- ❖ HIGHER SECONDARY –GOVERNMENT OF KERALA

### EXPERIENCE

- ❖ HAMAD HOSPITAL QATAR  
POSITION: RECEPTIONIST  
DURATION: 2019-2020
- ❖ AIMAC QATAR  
POSITION: ADMIN  
DURATION: 2018-2019
- ❖ ORBIT TRAVELS  
POSITION: TRAVEL CONSULTANT  
DURATION: 2017-2017

### SKILLS

#### HARD SKILLS

- ❖ AMADEUS
- ❖ Microsoft Office
- ❖ Website handling
- ❖ Gathering Software requirements.

### **SOFT SKILLS**

- ❖ Creative Thinking
- ❖ Problem Solving
- ❖ Customer Service
- ❖ Presentation
- ❖ Time Management

### ***LANGUAGES***

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- ❖ English-Superior
- ❖ Hindi-Intermediate
- ❖ Malayalam-Superior

### ***CERTIFICATION***

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- ❖ IATA Foundation in travel and tourism with Amadeus Diploma.
  - ❖ Experience Certificate of associate trainee at Orbit Travels, Qatar.
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I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.

**NOORJAHAN**