

CURRICULUM VITAE

MOHAMED NAVAS PH

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Objective

To be a part of a progressive organization that gives scope to exploit and enhance my skills and professional knowledge.

Educational Qualification

- Bachelor of Commerce (BCOM). Affiliated to Shobhit University, Meerut.
- Computer Reservation System (CRS) in Akbar Academy, Thrissur, Kerala.
- Diploma in Airport Management & Customer Care in Avalon Aviation Academy, Aptech, Kochi, India. Affiliated to Vinayaka Mission University, Salem.
- Higher Secondary Certificate (Commerce) from MVM.R.H.S.S, Board of Kerala, India.
- Secondary School Leaving Certificate (SSLC) from ICA.E.H.S.S, Board of Kerala, India

Language Skills

- English

- Hindi
- Arabic (read & write)
- Malayalam

Training & Experience

- **Business development officer @ ALFARHA TOURS AND TRAVELS (May 2025- present)**
 - Ticketing agent
 - Arrange umrah hajj services
 - Arrange private tours
- **Customer Care @Life Care Hospital Baniyas (July 2024- February 2025)**
 - Customer Care, helping patients providing wheelchairs.
 - Patients Registration through SAP.
 - Excellent knowledge about HAAD Insurances.
 - Mailing Medical reports to patients.
 - Marketing Campaign & Patients data collection.
 - Calling patients to remind follow-up consultation.
- **Crypto Block chain trading through Binance (2020-2024)**
- **Administrative Assistant at NATION POWER Doha, Qatar (Jan 2019 - Nov 2019)**
 - Doing administrative & clerical tasks
 - Preparing & editing letters, reports, memos & emails
 - Arranging meetings, appointments & executive travel
 - Answering phone calls & taking messages
 - Liaising with teams & units
- **Marketing Executive at RUSIYA GROUP Doha, Qatar (Jan 2017-DEC 2018).**
 - Providing building materials, MEP, Power Tools, Fire & safety to ongoing Qatar Projects & shops.
 - Well familiar about MAKITA, BOSCH, DEWALT (Power tools & Accessories)
 - Payment follow-up and monthly collection as per the concern Target.
 - Setup product workshops, making technical presentations and demonstrating how a product will meet client needs.

- **Vodafone SIM Marketing and Sales (June 2016 - Dec 2016) under Dohatna Group, Doha, Qatar.**

Prepaid SIM sales around Doha.

Customer interaction by setup camps at various places.

- **Worked at VR Travel Bureau as a ticketing officer and business development executive, Kerala, India. (February to October 2015).**

packages Handled Amadeus, Abacus and Galileo software's.
Marketing and Promotions. Arrange
tour.

- **Independent tourism promoter across India assisting with KTDC, Airbnb, Thrillophilia. (2014-2015).**

- **Internship at Mumbai International Airport as a PRO (May 2012 to Aug 2012).**

Handled Airport Manager Office, Terminal Operations,
Customer Care, VIP Reserved Lounge, Security Hold Areas,
Inter-Terminal Coach Facility, Manning the Information Desk.
Issuing Boarding Pass and Security Clearance at Boarding Gate.
Verifying passenger list and carry forward to flight delegates.

Achievements

- **Appreciation Certificate from MAKITA**
- **Participation in school Youth Festival for English Poetry and Essay competition.**
- **Team member of School kabaddi team.**

Computer skills

- SAP Hospital Interface.
- Amadeus.
- Abacus.
- Galileo.
- M.S Office.

Soft Skills

- Verbal & written communication
- Organization
- Team building
- professionalism

Personal Details

Passport Full Name : Mohamed Navas Puliyanhalil Hamza
Date of Birth : 11 - 05 - 1991
Gender : Male
Father's name : Hamza
Mother's name : Rameena
Passport no : U6371935
Date of issue : 02-01-2020
Date of expiry : 01-01-2030
Nationality : Indian
Marital Status : Married

Having Expired QATAR DRIVING LICENCE

Declaration

I, Mohamed Navas Ph, hereby declare that, the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Mohamed Navas Ph
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