

# ABDUL SALAM

abdulsalammr27@gmail.com

+97339037436

Manama, Kingdom of Bahrain, Indian

Intend to build a career with the leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself and realize my potential. Willing to work as a key player in the challenging and creative environment.

#### **WORK EXPERIENCE**

## Travel consultant Minar Tours & Travels

10/2016 - 11/2018

- Achievements/Tasks
- Performed airline reservation, forex and visa assistant.
- Prepared weekly confidential sales reports to management.
- Managed the internal and external mail functions.
- Answering incoming calls in courteous and friendly manner.
- Provides relevant information and publications guides, local customs, maps, events etc to travelers.
- Book transportation, make hotel reservations and collect payment/fees.
- Deal with occurring travel problems, complaints or refunds.

#### Accountant

Enrich Marketing & Trading Pvt.Ltd.

01/2019 - 09/2019

- Achievements/Tasks
- Delivered excellent customer service while maintaining a strong professional relationship with each customer.
- Upgraded all system with new software to reduce time, costs and errors.
- Maintained all accounts by doing weekly system checks and reporting to supervisor.
- Reviewed invoices for accuracy and paid all bills through company account.
- Mailed checks for labor and venders requiring payment from company account.

### **EDUCATION**

# **Bachelor of Computer Application**

Mangalore Institute of technological Science

07/2013 - 03/2016

Mangaluru,Karnataka

## 11th &12th in PCMB

Government of Kerala

06/2011 - 03/2013

Kasaragod, Kerala

# 10th Central Board of Secondary Education **Kunil Education Trust school**

# **SKILLS**

Negotiation **Public Speaking** Teamwork Decision making Communication. **Email Marketing** Self-motivation Time Management Planning / Event Planning Creativity

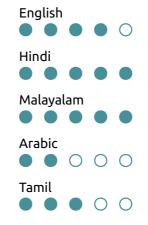
## **QUALIFICATIONS**

Global Distribution Systems in Galileo

Certified IATA/UFTA in foundation course

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

### LANGUAGES



#### **INTERESTS**

Riding Traveling Swimming

03/2011

Kasaragod, Kerala