



# ABDUL SALAM

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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 vendors 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

03/2011

Kasaragod, Kerala

## SKILLS

Public Speaking

Negotiation

Teamwork

Decision making

Email Marketing

Communication.

Time Management

Self-motivation

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

English



Hindi



Malayalam



Arabic



Tamil



## INTERESTS

Riding

Traveling

Swimming