

NOAMAN

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# Objective

“Seek a challenging position to utilize my hard work and ability to the fullest”

“My self-confidence can be proven when given a chance”

##### Work Experience

**SKY TELECOM GROUP – DUBAI (Oct’15 – Till Date)**

* Working as a Senior Sales Executive
* Making sales for DU contractual phone, plans and other DU products
* Handling corporate sales(B2B)
* Providing Customer Service
* Solving customers doubts and queries through guided solutions
* Maintaining daily sales report
* Tallying sales with products

**COX & KINGS – INDIA (Sep ’14 – Sep ’15)**

* Worked as a Senior Travel Advisor
* Handling walk-in customers
* Handling inbound calls and making outbound calls
* Handling Corporate clients and sales(B2B)
* Providing customer service
* Making Air, Hotel, Car Rental reservations
* Designing customized itineraries
* Solving customer doubts, queries andproviding solutions

**ARIF AL BAHAR TECHNICAL SERVICES – DUBAI (Nov’12 – Jul’14)**

* Worked as an Administration Manager
* Liaising with colleagues and key spokespeople
* Speaking with clients
* Booking appointments
* Managing company expenses and petty cash
* Issuing salaries to employees
* Organize periodic renewal of Licenses
* Submission of correct documentation to the Ministry Of Labor for visa applications
* Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity, Take, submit & collect all necessary documentation in order to organize all Employee official paperwork
* Arrange medical tests, Accompany the employee as they exit the country
* Preparing Quotations and Invoices and emailing it to clients.
* Prepare and maintain accounts balance sheet
* Assist with on the job training of new employee

**COX & KINGS – INDIA (Dec’10 – Oct’12)**

* Worked as a Senior Travel Advisor
* Handling walk-in customers
* Handling inbound calls and making outbound calls
* Handling Corporate clients and sales(B2B)
* Providing customer service
* Making Air, Hotel, Car Rental reservations
* Designing customized itineraries
* Solving customer doubts, queries andproviding solutions

**TRANS CONTINENTAL E-SERVICES (Back office for Jet Airways) – INDIA (Jul’09 – Nov’10)**

* Worked as a Guest Service Professional
* Handling calls of Jet Airways frequent flying members
* Providing customer service
* Handling queries from International and Domestic customers
* Ticketing and Reservations
* Making redemption booking
* Solving customer doubts, queries and providing solutions
* Check-in passengers via telephone

**IBM DAKSH – INDIA (Mar’07- Jun’09)**

* Worked as a Customer Service Executive
* Handling calls for United Airlines
* Providing customer service
* Making reservations
* Designing personalized packages
* Assisting customers with guided solutions to clear their doubts and queries

# Training Programmers’ Attended

* Diploma in IATA/UFTAA
* Diploma in Travel & Tourism

**Educational Qualifications**

* Passed H.S.C from R.D. National College - India (2006)
* Passed S.S.C from National English High School - India (2004)

Languages Known

* English
* Hindi
* Marathi
* Urdu

Hobbies and Interests

* Listening to Music
* Playing Basketball and Carom

**Personal Profile**

## Sex: Male

* Date of Birth: 31st July 1987

## Nationality: Indian

* Marital Status: Single

**References**

* Can be furnished on request

**I attest that the above information is true to the best of my knowledge.**

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