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**Email –** [**saleem.344172@2freemail.com**](mailto:saleem.344172@2freemail.com)

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| **Objective** |
| To become the strength of an organization, My experience gives me an advantage of utilizing my skills to provide best of service to my clients. I work for and to pursue a highly challenging career in the organization which would give me good opportunities to learn and apply my full potential and serve the organization. | |

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| **Experience Summary** |
| Advance knowledge of GDS, online reservation, corporate portal systems.  Achieved targets set by the company.  Managed global corporate accounts and high profile clients .  Great customer service skills, and ability to solve any situation.  Excellent relationship with colleagues and clients.  Identified customer complaints and ensured customer satisfaction.  Arranged corporate events, office presentations,meetings and parties | |

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| **Academic Credentials** | |
| **Degree** | **Year** | | **Name of institution** | Board/University | **Percentage** |
| 12th | 1998 | | Govn.Higher Sec. School, Peralum. | State Board | 60% |
| Diploma in Ticketing | 2009 | | Airline institute of Chennai. |  |  |
| Diploma in IATA | 2008 | | Airline institute of Chennai. |  |  |
| BBA Bachelor of Business Administration | Pursuing | | Tamilnadu Open University. |  |  |

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| **Work Experience** |

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| Company Name | Akshaya Tours& Travels LLC |
| **Role** | Ticketing Executive |
| **Duration** | 1Year |
| **Description**:   * Preparing Air ticket request / sending bookings to the travel agencies according to employees' request. * Coordinating with the travel agency and Generating Local purchase Order (LPO) to agency * Verifying the Tickets and forwarding to concern department. * Quoting the fare to accounts department for ticket fare encashment. * Coordinating with the travel agency's accounts department for invoice queries. | |
| Company Name | Shijit Tours & Travels PVT LTD |
| **Role** | Ticketing Reservation & Tour coordinator for Inbound Tours |
| **Duration** | 1 Year |
| **Description**:   * Communicate new product and service opportunities, special developments, information, or feedback * Gathered through field activity. * Deal with Corporate Customer, Assist customers with inquiries about their reservations by telephone * Dealing with clients with providing the best servicing and delivering more than satisfactions. * Providing necessary reports such as Daily report, weekly-monthly plan and customer feedback, * market demand out there upon clients require to Assistant GM. * Supervising and mentoring newly joined staff. | |
| Company Name | Discovery Travels LLC |
| **Role** | Travel Consultant |
| **Duration** | 2 Years |
| **Description**:   * Capable of establishing business contracts with corporate clients & corporate travel establishment. * Tracking customer profile record and making relationship with clients Prepare presentation proposals and sales contracts. Making customer aware of their booking details. * Having to communicate in a caring manner with customer. * Cooperate with clients to determine their needs and advise them appropriate destination, modes of transportations, travel dates, costs and accommodations. Implementing the marketing plan and the sales strategy. * Responsible for retaining the corporate clients. * Responsible for Advertising, Sales Promotions and Pricing. * Updating of competitors strategies and airline activities to the management. | |
| Company Name | Uranus Travel LLC |
| **Role** | Travel Consultant & Retail Sales |
| **Duration** | 1 Year |
| **Description**:   * Meeting and exceeding sales goals. * Assist in Sub Travel Agents Service Issues & Commission. * Compiling and maintaining a list of prospective and current Retail customers for use as sale leads. * Recommend sales and promotional action plans to the Manager based on market needs and feedback, and subsequently assist in designing and developing sales and marketing strategies for the territory | |
| Company Name | Al Kazemi Tours &TravelsLLC |
| **Role** | Fleet Assistant |
| **Duration** | 2 Years |
| **Description**:   * Duty responsibilities taking care the fleet. * Vehicles body checking conditions. * Fuel Consumption. * Service maintenance. * Accident checking & coordinating with insurance workshop. * Taking care of the fleet official. | |
| Company Name | Intercat Trading LLC Dubai |
| **Role** | Fleet Assistant |
| **Duration** | 3Years |
| **Description**:   * Vehicles registration. * Traffic violation the fact sheet of chauffeurs. * Take care of the chauffeurs. * Appearance uniform, clean, Tidy and Shave. * Fact sheet kilometer control checking of kms. * Customers handling, cash handling, credit card handling and briefed time to time. * Pricing co-ordination with general manager for the transfers. | |

**Skills :**

to enjoy working with people

good organisational skills with an attention to detail

to be able to work in a fast-paced environment

a strong sales focus

strong communication skills.

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| **Personal Information:** |
| **Name** | Saleem |
| **Date Of Birth** | 21/03/1980 |
| **Nationality** | Indian |
| **Religion** | Muslim |
| **Mother Tongue** | Tamil |
| **Languages Known** | English, Arabic , Hindi, French |
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| **Visa Status** | Tourist Visa |
| **Marital Status** | Married |
| **Driving License** | UAE license |

**Declaration**

I hereby declare that all the statements and information given by me in this application are true, correct and complete to the best of my knowledge and belief.

**Saleem**

**Date:**

**Place:**