

**ABDUL**

**ABDUL.349119@2freemail.com**

**Profile**

An effective communicator possessing excellent presentation & soft skills with experience in marketing, customers services, logical and problem-solving abilities. Specialized in managing customers and their queries and maximizing the sales.

**Career Objective**

To secure an appropriate position of a renowned organization to contribute towards the growth of the organization based on my expertise and to further enhance my personal capabilities by learning from the new exposure within the structural frame work of the organization

**Career History**

**Gulf Tours and Travels: 2014-2016**

 **Job Responsibility: Sales**

* Handling multiple assignments concurrently using excellent time-management
* Major role in business development
* Assist Customers
* Handling International and domestic reservation and ticketing
* Booking reservation for travel, hotels, rental cars
* Carried out marketing-media communication assignments
* Branding And Market research
* Handling passport stamping, visa assistance, certificate attestation
* Efficient sales, self-directed and energetic

**Mangloreelectronics : June – October 2016**

**Role: sales and administrative**

* + - Handling external and internal communication or management systems
		- Managing clerical or administrative staff
		- Storing and distribution incoming and outgoing post
		- Major roles in sales of electronic products
		- Meeting sales Goals, selling customer needs, sales planning
		- Building Relationships, developing budgets, staffing

**ACADEMICS**

SSLC | Sudana Residential School, Puttur|Karnataka Board | 2010-2011|

PUC | St. Philomena College, Puttur | Karnataka Board |2012-2013

BBM | St. Philomena College, Puttur | Mangalore University |2013-2016

**Technical Skills**

Programming: - C, C++

Operating System: - Windows XP, Windows 7, Windows 8

Web Technology: - HTML

MS Office: - Word, Excel, Power point, Outlook

Accounting Software: -**Tally ERP 9 (**Certified).Peach tree accounting

**Core Competencies**

* Result oriented
* Strong networking, presentation, multi-tasking and analytical abilities
* Versatile Customer service: win-win attitude, accountability
* Multicultural interaction
* Ambitious, quick learner, hardworking
* IT Skills
* Business to Business approach
* High-level computer literacy: PC, databases, email and internet, word processing and spreadsheets

**Achievements**

Leaded the university cricket team as a captain which won 1st place in the university

Level and state level crickettournaments.

* + Participate in Inter college fest
	+ Prizes in Sports & Games
	+ Prizes in Dance and Drama

**Personal Details**

Date of Birth   : 18-Mar-1995

Nationality  : Indian

Languages Known  : English, Kannada, Malayalam and Hindi

Hobbies : Playing Cricket, Football, Listening music and Driving

Visa Status : Visit visa valid till May 2017

**Declaration:**

**I hereby declare that the above furnished details are accurate to the best of my knowledge and assure you my service to the satisfaction.**