Faisal.371691@2freemail.com

**STRENGTHS**

* Good interpersonal skills and ability to manage multiple tasks.
* Day-to-day operations of office administrations.
* Skilled in dealing with walking customers & corporate enquiries.
* Skilled in all types of secretarial works client data maintenance.
* Preparation and pricing of itineraries.
* Thorough knowledge in computer software.
* Ability to work under pressure and timelines.
* Very good team player.

**CAREER OVERVIEW**

Having extensive exposure for a period of 7 years in Retail Sales filed, I have performed various duties successfully and I am looking for even more challenging and rewarding role where I can apply the many skills that I have acquired during my career in these fields.

**PERSONAL DETAILS**

Name : Faisal

Date of Birth : 25- APRIL-1979

Sex : male

Nationality : Indian

Religion : Muslim

Marital : Married

Visa Status : Visit Visa Valid till mid of September.

**LANGUAGES KNOWN :**

Excellent command over **English** Language in speaking writing and independent

Correspondence also fluent in **Arabic, Hindi, Urdu, Malayalam, Tamil & Kannada**

**EDUCATIONAL QUALIFICATIONS**

* **Polytechnic Diploma in Electronics & Telecommunications**
* Diploma in Travel and Tourism Management
* Microsoft Office

**WORK EXPERIENCES**

**1).** Organization Axiom telecom Dubai **UAE** ( From 2007 to 2012)

Position : Retail Sales Executive  **( Dubai mall )**

**2).** Organization : 050 telecom Dubai **UAE** (From 2014 to 2016)

Position : Outlet incharge **( Deira City Centre )**

**DECLARATIONS**

I hereby declare that the above given details are true to the best of my knowledge

Dubai

 01 July 2017 **FAISAL**