**RESUME**



**ABDUL**

**E mail:** **abdul-394842@2freemail.com**

**Dubai, UAE**

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| **PERSONAL DETAILS:** |  |  |
| Name | : | ABDUL  |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Date of Birth | : | 20/04/1978 |
| Visa Status | : | Employment Visa |

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**OBJECTIVES**:

To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects. I look forward to a career that would realize my own capacity, capability, experience and give me a satisfaction having of fully realized my potentials

**MAJOR STRENGTH:**

* Excellent presentation communication skills, both written and verbal
* Highly self motivated and strong interpersonal individual
* fast learner, hard worker and result oriented
* Ability to meet deadlines in an effective way
* Able to develop and implement policies and procedures
* Proven ability to lead successful programs and teams
* Ready to learn anything new in the shortest period possible

**EDUCATIONAL QUALIFICATION:**

* 11 P.U.C Badria P.U College Mangalore
* S.S.L.C ST. Josephs High School Mangalore

**WORK EXPERIENCE:**

* Presently Working as a Cashier in DUBAI from 1st DEC 2017 onwards
* Worked as a Tour Consultant in Dubai from July 2013 to August 2014
* 1 Year Experience as a Supervisor in SAUDI ARABIA From December 2015 to December 2016
* 1 Year Experience as a Tour Consultancy
* 3 Years' Experience as a Office Assistant
* 3 Years' Experience as a Assistance Supervisor IN ABUDHABI
* 1 Year Experience as a Office Assistant in MANGALORE
* 3 Years' experience as a Office Assistant in MANGALORE
* 3 Years' experience as a Tour Consultant in Travels Mangalore

**Designation: Tour Consultant**

* Communicating with travel partner to manage hotel booking and other services.
* Establishing and developing good relationship with and business partners.
* Make professional, accurate cost effective arrangement for client while providing excellent customer service.
* Responsible for answering all phone all from members travelling or needing information to any destination and booking such reservations in timely and efficient manner
* Answer phones professionally, courteously and promptly.
* Proactively market, sell and consult with client in regards to tour, cruise, visa air, car and hotel products and all other related services.
* Keep up to date with knowledge of vacation, tour , and cruise areas, tour packing, preferred enders and in- house groups.
* Manage several successful relationships with agents.
* Generation sales and giving high profit business to the company.

**PERSONAL SKILLS:**

* Good negotiation skills.
* Leadership, command and control skills.
* Problem solving and motivational skills.
* Ability to work under pressure & independently.
* Flexible mature to deal with dynamic situations.
* Excellent communication skills, Confident & Hard working.
* Quick Learner & cooperative nature.

**LANGUAGES KNOWN:**

* English .Hindi, Urdu, Kannada.

**DECLARATION:**

I do here by declare that the above mentioned information are true and correct to the best of my knowledge and belief

**ABDUL**