**BIO-DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | : | **JAISANKAR** |  |  |
|  |  |  | | |
| Passport Details | : |  |  | |
|  |  | **Place of Issue** | **: Trivandrum** | |
|  |  | **Date of Issue** | **: 31-07-2011** |  |
|  |  | **Date of Expiry** | **: 30-07-2021** |  |
| Languages know | : **English, Arabic, Hindi and Malayalam** | | | |
| Personal Details | : | **Date of Birth** | **: 17/06/1979** |  |
|  |  | **Gender** | **: Male** | |
|  |  | **Nationality** | **: Indian** | |
|  |  | **Marital Status** | **: Married** | |
| Educational Qualification | : **Bachelors Degree in Commerce ( B.Com )** | | | |
|  |  | **Main Subjects** |  |  |
|  |  | **1. Accounting & Computer Applications** | | |
|  |  | **2. Business Management** | | |
|  |  | **3. Travel and Tourism Management** | | |
|  |  | **From : Kerala University, Kerala, India.** | | |
| Technical Qualification | : | **IATA-UFTA (Course Completed Successfully)** | | |
|  |  | **Consultant Course conducted by The** | |  |
|  |  | **International Airport Association, Aviation** | | |
|  |  | **Training and Development Institute.** | | |
|  |  | **Computerized Reservation and Ticketing (CRS)** | | |
|  |  | **Diploma Course approved by SITA of Mundus** | | |
|  |  | **(U.S.A)** |  |  |
|  |  | **Certificate Course in Microsoft Office 2000 &** | | |
|  |  | **Internet From NIIT, covering MS Word,** | | |
|  |  | **Excel, PowerPoint and Windows.** | | |
| Specialized Trainings | : | **A) Took part in the ‘Paramparya Mela’** | | |
|  |  | **organized by the Department of Travel &** | | |
|  |  | **Tourism, Government of Kerala to** | | |

**promote the cultural heritage of various**

**destinations in Kerala.**

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**B) Probationary training as Accounts**

**Assistant in Kerala Travels, Kerala, India.**

**C) Probationary training as Ticketing Clerk in**

**Great India Tour Company. India.**

Work Experience : **1) As General Accountant Cum Sales Manager**

Abu Dhabi.

(**From 2003 - 2015**)

**Job responsibilities include :**

 Working closely with the General Manager

to prospect, pitch & close new business.

 Gaining a strong knowledge and

understanding of a clients’ brand and

products.

 Involved in the day to day management of

clients.

 Participation in team building and sales

training events.

 Address client concerns and ensure the

resolution of issues in a timely manner.

 Maintaining contact with clients - giving

them regular updates.

 Retain accounts through the development

of strong relationships with key decision

makers.

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Thanking You,

Yours truly,

**Jaisankar**

Email: [jaisankar-395561@gulfjobseeker.com](mailto:jaisankar-395561@gulfjobseeker.com)

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