**ASAD**



E-Mail: asad-397362@gulfjobseeker.com

**SUMMARY**

1. Airline Reservation In charge & Accounts Executive support professional with 3**+ years** of experienceof retail marketing & Airline Reservation In charge Support assistance.
2. Proficient in providing value added customer services by resolving their issues.
3. Adept in checking daily transaction reports and coordinating systems testing
4. Highly skilled in conducting competitor analysis by keeping abreast with the market trends & competitor moves.
5. Individual contributor in building cordial business relationship with authorities
6. People oriented person with good communication, customer orientation and coordination skills

**CORE COMPETENCIES**

1. Developing relationships with key decision makers in organizations for business development.
2. Handling sales initiatives to achieve business goals & conducting competitor analysis to tack the market trends.

**ORGANIZATIONAL EXPERIENCE**

**Jan 2017 – Dec 2019 -** Accounts Executive

**Hyderabad, India**

**ACCOUNTABILITIES**

• Proven skills in ticket system management, documentation checks and guest check-in. Familiar with Regulatory requirements, fee structures and basic rules. Offering 3+ years of related experience.

• Knowledgeable Ticketing Agent adept at making reservations, solving booking issues and providing exceptional support to customers. Well-organized with excellent multitasking, time management and communication skills.

• Complete Airlines Reservation On Galileo & Amadeus GDS.

• Complete Visit Visas of All Countries.

• Haj & Umrah packages Of Groups

• Visa Endorsement, etc.

• Completing Airline Reservation, Ticketing & Payments with Airlines.

• Attended Training to get the basic intro and initial information about company and the information on the recent products and technologies, firm is currently working on.

• Welcomes customers by greeting them & offering them assistance.

• Advises customers by providing information on products and key features of the product.

• Documents sale by creating or updating customer profile records.

• Motivating and helping team members to achieve targets and following the same for self.

• Regularly maintaining the stock updates.

• Sending sales report to Manager on daily Basis.

• Keeping track of all payments and expenditures, including, invoices, etc.

• Maintenance of books of accounts.

• Managing salary calculations and monthly reporting & salary distribution with employees.

• Handling Petty Cash & Local purchases (Processing payments with local purchases)

**May 2016 – Dec 2016 -** Sapphire Tours & Travels as Counter Staff Hyderabad, India.

**ACCOUNTABILITIES**

* **Attended Training to get the basic intro and initial information about company and the information on the recent products and technologies, firm is currently working on.**
* **Welcomes customers by greeting them & offering them assistance.**
* **Complete Airlines Reservation On Galileo GDS.**
* **Complete Visit Visas of All Countries.**
* **Haj & Umrah packages Of Groups**
* **Visa Endorsement, etc.**

**EDUCATION**

* **Anwar-uloom Degree College, Hyderabad (B.com – Pursuing)**
* **Narayana Boys Jr. College, Hyderabad (Intermediate)**
* **Gowtham Model High School, Hyderabad (Secondary School Education)**

**TRAINING**

1. Application Software – MS Office (Word & Excel)
2. Ambitious, hardworking, energetic & well-disciplined.
3. Confident and capable of managing customer- consumer relation.
4. Self-motivated, proactive & responsible.
5. Good Typing speed and handling computer operations
6. Well experienced in using Internet and linking on social sites

**PERSONAL DETAILS**

Date of Birth : 20th April 1996

Languages Known : English, Urdu & Hindi

Location Preference : Anywhere in United Arab Emirates

Nationality : Indian

Visa Status : Visit Visa

Marital Status : Single

Notice Period : Immediate

**DECLARATION**

**I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.**

 **ASAD**