



# MOHAMED ASBAR S

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## PERSONAL

**Name** MOHAMED ASBAR S  
**Birthday** 24<sup>th</sup> October 1998  
**Relationship** Single  
**Nationality** Indian  
**Religion** Islam, Muslim  
**Visa Status** Visit Visa

## CONTACT

**Mobile** +971 50 6822410  
**Email** [mohamedasbar75@gmail.com](mailto:mohamedasbar75@gmail.com)  
**Address** Al Nahda Sharjah UAE

## SKILLS

AMADEUS & GALILEO Software

95%

Microsoft Office [Excel, Word, Power Point]

95%

Operating System [Windows & Mac]

95%

Star Office

95%

## PROFILE

To be associated with a progressive and professional organization with challenging and responsible opportunity to utilize my strength and skills to wards organization as well as personal growth.

## QUALIFICATION

2019-2020

**IATA-UFTAA Foundation Course** passed in 2020.  
 Al Hind Academy Vellayambalam, Trivandrum,  
 Kerala. India

2019-2021

**Master of Business Administration (MBA).**  
 (Affiliated to M S University, Tamil Nadu. India)

2016-2019

**Bachelor of Business Administration (BBA),** from Scott  
 Christian College, Nagercoil, Tamil Nadu. India  
 (Affiliated to M S University, Tamil Nadu. India)

2014-2016

**Higher Secondary,** from St. Mary Goretty High  
 School, Manalickarai, Tamil-Nadu.

## EXPERIENCE

2020

Worked in Office Administration for **Ticketing Reservation and Visa Section** in AL HIND TRAVELS & TOURISM at Trivandrum, India from 06 Jan 2020 to 14 Dec 2020

Completed **06 months Internship Training** on Customer's Needs and Expectation Towards Modular Kitchen at IMAMS Industries, Nagercoil India.

## LANGUAGES

|           |           |
|-----------|-----------|
| English   | ★ ★ ★ ★ ★ |
| Arabic    | ★ ★ ★     |
| Malayalam | ★ ★ ★ ★ ★ |
| Tamil     | ★ ★ ★ ★ ★ |

## HOBBIES



OUT DOOR



FOOT BALL



PUZZLES

## PROFESSIONAL EDUCATION

Obtained One Year Licentiate Training Program in “**International Air Transport Association (IATA)**” and “United Federation of Travel Agents Association (UFTAA)” in Travel and Tourism under Trade Association of World Airlines, Montreal Canada.

## WORK EXPERIENCE

- Preparing monthly financial statements.
- Identifying and recording incoming electronic payments.
- Maintaining the Balance sheet at end of each month.
- Managing administrative roles and office management.
- Microsoft office (Excel, Word, Outlook).
- Well knowledgeable at Microsoft Excel (VLOOKUP, Pivot Table, Sumif, Formatting methods)

With my capabilities and zeal for hard work and readiness to take up challenging assignments with high adaptability, I feel confident that I can fulfill my employer's expectations to its fullest.

**MOHAMED ASBAR S**