



Personal

Name

MUHAMMED BASIL TP

Address

Deira, Dubai

Phone No:

+971525826302

Email

basilthayoth@gmail.com

Interests

- Listening
- Travelling
- Singing
- Reading
- Sports
- Movies

Languages

English	Advanced
Hindi	Advanced
Malayalam	Native

MUHAMMED BASIL TP

Seeking a position in an organization to boost my career and provide organizational and goal oriented skills to the benefit of the company.

Work experience

TRAVEL CONSULTANT

2019-2021

AKBAR TRAVELS OF INDIA PVT LTD

- ❖ Assisting clients to book, alter and cancelation of travelling ticket.
- ❖ Collecting and processing payments from customers.
- ❖ Assisting customers and providing information which they want to know about our services over telephone.
- ❖ Dealing with complaints and refunds of clients.
- ❖ Keeping clients up to date with any changes.
Collecting proper information from clients to book ticket or accommodation.
- ❖ Upgrade regularly on entire airline rules as well as regulations along with air Fares and various industry requirements.

ACCOUNTS WITH ADMIN

- ❖ Reviewed, prepared and issued bill and invoice .
- ❖ Assisted on debit and credit of payments.
- ❖ Assisted in daily and weekly audits of accounts, vouchers and statutory records.

SINDHU CARGO SERVICES PVT LTD, BANGALORE (3 MONTH)

WORK EXPERIENCE IN ALL SPHERES OF LOGISTICS MANAGEMENT FROM AUG 2018 TO NOV 2018 (ACQUIRED TRAINING ON CUSTOM CLEARANCE PROCEDURES TRANSPORTATION, WAREHOUSE AND FREIGHT FORWARDING

Education and Qualifications

- **BCOM (BACHELOR OF COMMERCE)**
IEC UNIVERSITY 2015 – 2018
- **HIGHER SECONDARY EDUCATION**
COMMERCE 2013 – 2015
- **BOARD OF PUBLIC EXAMINATION KERALA**
SSLC 2012 – 2013
- **DIPLOMA IN LOGISTICS**
SINDHU INSTITUTE OF LOGISTICS 2018
- **E ACCOUNTANT**
SPECTRUM COMPUTERS
1: TALLY ERP (BASIC)
2: PEACHTREE
3: QUICK BOOKS
4: EXCEL

References

SHAMEER
9447447970

AKBAR TRAVELS
PVT LTD

JULIUS
9448844277

SINDHU
LOGISTICS

Skills

Microsoft excel	<div><div></div></div>
Microsoft Word	<div><div></div></div>
Customer Service	<div><div></div></div>

Custom section

Declaration:

I Am Muhammed Basil TP do here by declare that all information provided by me above is true, correct and complete to the best of my knowledge and behalf , it is the short profile about me

MUHAMMED BASIL TP