

ABDUL LATHEEF T.M.

Mail I.D abdullatheeftm99@gmail.com

Contact No: +971 553218588(MOB)



Career Objective

Extensive experienced Account and sales with over 7 years of progressive work exposure within leading company with U.A.E Valid driving License. Aim seeking a challenging career where my skills and experience can be utilized in the best possible way for achieving company's goal which gives me job satisfaction and also gives reputation to the company. I will try my best towards the growth of the organization in the most effective manner.

Core Skills

- Excellent organization skills
- Customer focused
- Confident communicator and advisor
- Broad knowledge of the travel industry and customer care
- Technically competent with extensive experience of travel booking systems

Professional Experiences

- | | |
|-----------------|-----------------------------------------------|
| 1. COMPANY NAME | : AL WESSAM WATER TREATMENT AJMAN LLC |
| DESIGNATION | : ASSISTANT ACCOUNTANT & STORE KEEPER & SALES |
| DURATION | : SEP 2013 TO AUG 2015 |
| 2. COMPANY NAME | : AL KAMAL RENT A CAR SHARJAH |
| DESIGNATION | : ACCOUNTANT & SALES |
| DURATION | : OCT 2015 TO OCT 2016 |
| 3. COMPANY NAME | : AL HANAA TOURISM AJMAN LLC |
| DESIGNATION | : SALES EXECUTIVE |
| DURATION | : NOV 2016 TO OCT 2019 |

4. COMPANY NAME : MARYAM TRAVEL AND TOURISM LLC AJMAN

DESIGNATION : SALES & MARKETING MANAGER

DURATION : NOV 2019 – TILL DATE

Duties & Responsibilities

- Overseeing the bookings procedure and ensuring accurate processing
- Building strong relationships with resorts and hotels
- Negotiating the best possible rates for customers
- Forging long term and positive relationships with new and existing customers
- Ensuring all travel packages adhered to industry regulations
- Providing insurance and add on options to all customers
- Researching competitors' deals to ensure the agency remained competitive
- Designating tasks to small team
- Monitoring the booking system
- Creating eye catching displays and promotions to attract passing customers
- Making sure customer experience was first class
- Dealing with enquiries and troubleshooting any problems that arose
- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking & social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results

Education

- **B.COM with Marketing MG UNIVERSITY Kottayam (KERALA)**
- TRAACS (Travel Agencies Accounts Software)
- AMADEUS TICKETING PLATFORM
- TFAP (Tally Financial Accounting Software)
- MS OFFICE
- ONLINE Airlines Ticketing

Personal Skill

- Team Player
- Work Oriented
- Self-Motivated
- Problem solver
- Time Management
- Creative
- Investigative

Personal Information

Date of Birth	: June 5 1991
Place of Birth	: Kerala, India.
Nationality	: Indian
Passport Number	: K 0064654
License	: Valid U.A.E Driving license Holder (Automatic)
Gender	: Male
Marital Status	: Married
Languages	: English, Hindi, Arabic (Speak, Read and Write) Malayalam
Hobbies	: Travelling, Playing cricket, Music

Reference

Will be provided on Demand

Declaration

I hereby declare that all the above given information are true to the best of my knowledge and belief.

Yours sincerely

Abdul Latheef T.M