



Ashida Faizal

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Desired Position: Administrative Staff/Travel Consultant/ or any position commensurate to work experience and educational qualification.

Summary of Qualifications

- *Remarkable ability to communicate effectively, both orally and in writing.*
- *Exceptional record maintenance skills.*
- *In-depth receptionist skills.*
- *Deep ability to compile information and prepare reports.*
- *Excellent coordinating skills.*
- *Remarkable word processing and data entry skills.*

Work Experience

BROTHERS GAS & OIL –AL GHURAIR TRADING COMPANY. (AJMAN-UAE)

Admin & HR Assistant(2018-2020)

- *Scheduled and coordinated meetings ,appointments ,and travel arrangements for the employees*
- *Managed travel and expense reports for department team members*
- *Processing reports and evidence, recording data and supplying Account Managers with requisite*
- *Facilitate correspondence between vendors and clients*
- *Ensured timely delivery of Tools and support materials*
- *Maintain utmost discretion when dealing with sensitive topics*
- *Giving full administrative and secretarial support to the office Manager.*
- *Raising of purchase orders and invoice tracking*
- *Planned and coordinated on-site and off-site meetings*
- *Manage information and data and Handling problems and operational issues*
- *Controlling and generating invoices for suppliers and preparing accounts payable checks and bookkeeping*
- *Assisting with the day to day operations of the HR Admin department*
- *Implementing own strategies when negotiating with powerful suppliers*
- *Producing contracts and starter packs for new employees*

COZMO TRZVEL-AIR ARABIA GROUP (SHARJAH,UAE).

Travel consultant (2017-2018)

- *Selling all traveling products; International and Domestic airline tickets*
- *All categories of hotels and cruise, travel insurance*
- *Good knowledge of visa procedures and requirements*
- *Arranging all means of vehicle transportation*
- *Working with online international booking system*
- *Customer service skills, handled transactions in a fast paced environment*
- *Manage group and individual flight reservations using Sabre,Galileo,Amedias software's*
- *Organizing travels from the beginning to end, including tickets, accommodation, and transportation*
- *Proven pursuit of learning and self-development*
- *Collaborate with the office team to ensure the delivery of efficient, high quality services*

AL SAQR TRAVELRS AND TOURS RAK, UAE

Holiday Consultant (2015-2016)

- *Experienced at indoor hotel and excursion selling*
- *Reserving guidance and transportation for individual and groups*
- *Represent the agency at international travel fest (responsible for Middle East dept.)*
- *Handling the counter independently i.e make bookings on the CRS such as Amadeus and Galileo*
- *Issuing tickets both manual and automated (using Amadeus printer)*
- *Preparing invoices, making end of the day reports in a daily manner*

QESHM GROUP (UAE)

Assistant Accountant (2014-2015)

- *Prepared all income and expenditure transactions'*
- *Dealing with all sales invoices ,income ,receipts and payment*
- *Preparing statements showing income and transactions*
- *Professional bookkeeping*
- *Quality assurance and customer relations*
- *Passing journal entries in the software & other accounting activities*

Educational Information

Aug 2007- May 2010	Degree : BBA Institute : NIRMALA COLLEGE Of Information Technology, Chalkudy, India(Mahatma Gandhi University, India)
Aug 2005-Mar 2007	Certificate : Higher Secondary Examination Institute : Board of Higher Secondary Examination, Government of Kerala, India.

Additional Diplomas/Certificates/Achievements

Sep 2011-Sep 2012	Certificate : IATA-UFTAA Certification, Certified from Canada, Montreal. Institute : Akbar Academy of Airline Studies, India
Feb 2012-Apr 2012	Certificate : ABACUS Software Course Institute : Akbar Academy of Airline Studies, India
Sep 2012-Oct 2012	Certificate : AMEDIA'S Software Course Institute : Akbar Academy of Airline Studies, India
Feb2013-feb2013	Certificate : SABRE Software Training Institute : Emirates Aviation College ,Dubai ,U.A.E
Dec2018-feb2020	Certificate : HR Admin experience Certificate Company : BROTHERS GAS & OIL.CO

Personal Information

Place of Birth	Kodungallur, Kerala
Gender	Female
Civil Status	Married
Nationality	Indian
Religion	Islam
Passport No.	K2267259
Passport Issuance Date	17-07-2012
Passport Expiry Date	16-07-2022
Visa Status	Husband Visa
Languages	English, Hindi, Malayalam