



 mubashirkray@gmail.com

PERSONAL DETAILS

Date of Birth:
19/10/1991

Father Name :
Mohamed

Nationality:
Indian

Marital Status
Married

Religion
Muslim

Visa Status
Visit Visa

SKILLS

Professionalism

Good learning ability

Patience

Decision Making skill

Research and strategy

Time management

Passport Details

Passport No : X6771384

Date of Issue : 31/03/2023

Date of Expire : 30/03/2033

Place of Issue : Kozhikode

MUBASHIR KOLAKKATTIL



+971 58 279 1524



DUBAI, UAE

Career Objective

Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible thereby providing value addition to the organizational goals.

Work Experience

Worked 3 years as accountant at Kairali marketing, Kottakkal in the FMCG Sector (2019-2023)

- Recording the sales and accounts receivable.
- Recording inventory and accounts payable.
- Summarizing the financial status of a company by paring financial statements.
- Keep track of the expenses
- Provide regular financial report
- Maintain customer confidence and protects operations by keeping financial information confidential.
- Issuing bills, receipts and invoices
- Keep an accurate record of client accounts and outstanding balances
- Issue receipts for received payments
- Securely handle client data and payment information
- Provide regular, accurate reports of billing data

Worked 1 Year as storekeeper at PBP Service under Arab Shib Building Repair Yard, Kingdom of Bahrain (2018-2019)

- Create purchase orders.
- Keep up to-date records of receipts, records, and withdrawals from the stockroom.
- Inspect delivers for discrepancy or damage.
- Ensure storage of goods follow the first in first out (FIFO) method
- Re-ordering of all store room items in time
- Dispatching of stocks to different locations.
- Cross-verify the monthly report at the end of each month.
- Notify supervisor of low stock levels in timely manner
- Ensuring that the store is maintained clean and organized.

Languages Known

- English
- Malayalam
- Hindi
- Tamil

Computer Knowledge

- Microsoft Word
- Excel and power point
- Galileo, Amadeus
- Acrobis

Worked 2 years as travel agent at flydreams tours and travels Vengara-Malappuram, Kerala (2016-2018)

- Coordinate transportation, accommodations and itineraries for domestic and international trips for clients based on clients' needs, budgets and expectations.
- Follow up with clients about travel plans and make adjustments as needed.
- Resolve scheduling and other issues as they come up.
- Advise current and prospective clients about destination options including pros and cons of each.
- Maintain accurate customer account data and stay up-to-date on travel and tourism trends.
- Make alternative booking arrangements if changes arise before or during the trip.
- Respond to phone inquiries and walk-ins. Research flight options and book reservations.
- Maintain customer information for future transactions.
- Process payments cash: cheques or credit cards. Maintain all records of ticket sales.

Academic Credentials

- B.com (Peryar University Salem) 2013
- Plus Two Commerce (Kerala Board of Higher Secondary Examination) 2009
- SSLC (Kerala Board of Public Examination) 2007

Professional Qualification

- Airline ticketing and cargo management (2012)
- International travel & tourism management(IATA) 2013
- Airline and airport handling management (2013)
- Computer reservation system (2013)
- Diploma in Computerized Financial Accounting (2015)

Certifications

- Aircraft ground handling at Calicut international Airport - Visskan Aviation PVT LTD (01/06/2013 - 31/08/2013)
- Travel Agent - Al Hind Tours and Travels PVT LTD (01/10/2013 - 30/04/2014)

Declaration

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Place:
Date:

MUBASHIR KOLAKKATTIL