



📍 Hamdan Street
Abu Dhabi, UAE
📞 +971 50 1037369
🌐 [linkedin.com/in/faseela](https://www.linkedin.com/in/faseela)
✉️ faseelakva@outlook.com

PROFILE

Eager to learn and ready to work hard to attain customer satisfaction through the utilization of my dynamic and warm personality and customer service protocols. Looking to obtain a position in the airline industry where my warm and accommodating personality can best serve customers.

Successful Supervisor, Accountant, Manager Cum Sales Executive and Accounts Manager professional with UAE Experience. Having Master Degree in Accounts and CMA in progress. Also have grip on SAP, TALLY, LOGIC Software and also having firm grip on Microsoft word, Power Point and Excel. And also grip to grasp any software easily.

FASEELA KOYAMBRATH VALAPPIL

IATA - FOUNDATION IN TRAVEL AND TOURISM – SABRE

**ACCOUNTS MANAGER / MANAGER CUM SALES
EXECUTIVE / ACCOUNTANT / RECEPTIONIS**

VISA STATUS: SPOUSE VISA Nov 2022 – Nov 2024

EDUCATION

IATA-FOUNDATION IN TRAVEL AND TOURISM – SABRE

Zabeel International Institute of Management & Technology
Dubai, United Arab Emirates

May 2023 – July 2023

- Provide excellent customer service and build customer loyalty
- Understand the various services and facilities available to airline passengers during their travel
- Advise customers on passport and visa requirements, as well as on travel insurance options
- Plan and reserve travel itineraries using standard industry coding
- Sell rail travel, car rental, hotel accommodation cruises and pre-packaged tour products
- Book and sell travel products using Global Distribution Systems (GDS) - Sabre

Master of Commerce: Finance

Bharatiar University - Tamil Nadu India

June 2015 – May 2017

Bachelor of Commerce: Co-Operation

University of Calicut - Kerala, India

June 2012 – March 2015

LANGUAGES

English
Hindi
Tamil
Malayalam
Arabic

REFERENCE

References available on request

WORK EXPERIENCE

ACCOUNTS MANAGER

TERRI BERRI GARMENTS, ABU DHABI, UAE

OCT 2022 – APR 2023

- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments
- Managing budgets
- Maintaining statistical and financial records.
- Dealing with customer queries and complaints.
- Overseeing pricing and stock control.
- Delivering presentations.
- Attending meetings with clients.
- Identify new sales opportunities within existing accounts to remain a client-account manager relationship by up-selling and cross-selling.
- Interact and coordinate with the sales team and other staff members in other departments working on the same account

MANAGER CUM SALES EXECUTIVE

LAIBA PERFUMES, ABU DHABI, UAE

SEP 2020 – JAN 2022

- Inquire into customers' perfume buying needs.
- Overseeing pricing and stock control.
- Perform suggestive selling to ensure additional sales.
- Maintaining statistical and financial records.
- Provide information on new perfume lines and their prices.
- Dealing with customer queries and complaints.
- Managing budgets.

ACCOUNTANT

ABDULLA AL SAYEGH GROUP OF COMPANIES ABU DHABI, UAE

MAR 2018 – AUG 2020

- Preparing Tax returns
- Prepares asset, liability, and capital account entries by compiling and analyzing accounting information.
- Preparing sales team commission
- Preparing Bank Reconciliation
- Preparing aging analysis for payables and receivables
- Prepares payments by verifying documentation, and requesting disbursements.
- Preparing employees salary, Leave salaries and final settlement. Preparing financial statements

- Assist Financial Manager in Accounts audit and reconciling them.
- Analyze financial information and summarize financial status

SUPERVISOR

BLACKPEPPER RESTAURANT, ABU DHABI, UAE

AUG 2017 – SEP 2018

- Creating work schedules and rotates
- Ensuring food safety and compliance with regulations.
- Checking that diners are satisfied with their meal and service.
- Handling service issues and customer complaints.
- Monitoring cash and transactions and preparing daily bank remittances.

RECEPTIONIST

AMANA HOSPITAL, KERALA, INDIA

NOV 2015 - MAY 2017

- Answered central telephone system and directed calls accordingly.
- Confirmed appointments, communicated with clients and updated client records.
- Answered phone promptly and directed incoming calls to correct offices

SKILLS

