



AJMAL T

To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.



CONTACT

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UAE

KEY SKILLS

Team Work

Travel Arrangements

Analytic Skills

Office Management

Customer Service

Document Management

Maintaining Office Records

Detail Oriented

Strategic Planning

Time Management

COMPUTER PROFICIENCY

MS Office	★★★★
Amadeus	★★★★
Galileo	★★★★
Saber	★★★★
CRS	★★★★★
Internet & Email	★★★★★
Basic Operation	★★★★★

PROFILE SUMMARY

- Graduate in B. Com completed diploma in Travel and Tourism with **3+ Years** of Experience as Admin Representative, Medical Encoder & Travel Consultant
- I am looking to improve my position in the work force, expand my knowledge and skills, I am also looking to establish long terms employment in a friendly environment.

ACADEMIC CREDENTIALS

DIPLOMA IN TRAVEL AND TOURISM CONSULTANT | Dec 2018

- IATA

BACHELOR OF COMMERCE | 2016 – 2018

- University of Kerala

HIGHER SECONDARY | 2016

- Board of Vocational higher secondary examination, Kerala, India

SSLC | 2014

- Board of Public Examination, Kerala, India

EMPLOYMENT CHRONICLE

ADMIN REPRESENTATIVE | Present

TECH MAHINDRA LIMITED DUBAI, UAE

- Understand and implement all regulatory requirements including corporate standards for all backgrounds.
- Communicating with internal groups such as accounting, operations, legal and compliance with respect to transaction processing, billing.
- Utilizes computer applications to access account information and reference materials.
- Identify and capitalize on opportunities to generate additional revenue from your clients
- Answers phones and greets customers using excellent guest relation techniques to promote positive image of the department and organization.
- Identify proper resources and guide staff to meet priorities and service demands.

MEDICAL ENCODER | 2020 – 2021

MEDI Q HEALTHCARE (SUBSIDIARY OF TAMOUH CARE LLC)

- Extracting relevant information from patient records.
- Liaising with physicians and other parties to clarify information.



LANGUAGES

English	<div></div> 100%
Malayalam	<div></div> 100%
Hindi	<div></div> 80%

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 08/03/1997
Marital Status	: Single
Nationality	: Indian

INTEREST

		
Music	Travelling	Reading

REFERENCE

- Available upon request

- Ensuring documents are grammatically correct and free from typing errors.
- Performing chart audits.

TRAVEL CONSULTANT | 2019 – 2020 AKBAR TRAVELS, MUMBAI, INDIA

- Responding to inquiries about our company's services and offerings.
- Determining each client's requirements, including destinations, length of stay, and transit time.
- Ensuring that clients pay the deposit before you commence with bookings.
- Informing clients about the cancellation policy, including salient dates and all penalties.
- Ascertaining and adhering to the available budget.
- Plan and sell transportations, accommodations, insurance and other travel services.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

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