

# CURRICULUM VITAE



## AJMAL ROSHAN

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Dubai, UAE.

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## EDUCATION

- ❖ **BBA** (Bharathiar University)  
JUNE 2015-DEC 2018  
CMS College of Science & Commerce,  
Coimbatore.
- ❖ **Value Added Programme In Certification  
EXPORT PROCEDURE AND  
DOCUMENTATION**  
(Affiliated to Bharathiar University and  
approved by AICTE, Reaccredited at the  
A Level by NAAC with a Cumulative  
Grade Point of 3.53 Out of 4)
- ❖ **IATA**  
SEP 2018-JUNE2019  
**PATRIOT**  
AVIATION COLLEGE,  
THRISSUR.  
(Montreal, Canada Valued Certification)  
Travel and Tourism  
Consultant.

## CAREER OBJECTIVE

To seek placement within reputed organization, with an opportunity to put in to Practice my knowledge, skills, ideas and experience to ensure business growth of The organization that I work for and the development of my careers. To acquire a rewarding and responsible position in a growth oriented company where excellent analytical and technical skills can help to improve company's profitability

## WORK EXPERIENCE

- ❖ Presently worked as an **SALES COORDINATOR** at **AL HAMRA ELECTROMECHANICAL WORKS**, Umm Al QUWAIN, UAE since 22-03-2022 to till date.
- ❖ Worked as **SALES EXECUTIVE** at **OPTICAL FIBER CONNECTION** at **JIO TELECOME** in INDIA since Jan. 2021 to June 2021
- ❖ Worked as **CUSTOMER CONSULTANT** at **AKBAR TRAVELS OF INDIA (P) LTD, VADAKKEKAD, THRISSUR, KERALA**  
Since July 2019 to August 2020

## Capabilities skills

- Active listening
- Communication
- Computer Knowledge
- Customer service
- Inter personal
- Leader ship
- Management
- Problem solving
- Time management
- Micro soft world
- Micro soft excel
- AMADEUS
- GALLILEO

## **DUTIES AND RESPONSIBILITIES**

- ❖ Overseeing clerical tasks, such as sorting and sending mail.
- ❖ Keeping an inventory of office supplies and ordering new materials as needed.
- ❖ Preparing quotation and invoices creating in excel.
- ❖ Maintaining office files.
- ❖ Taking and delivering messages.
- ❖ Sells services to clients by convincing them to employ him for arranging the travel
- ❖ Assists individuals and groups in planning , organizing and booking travel
- ❖ Conducts research according to the requirements of the client; get the most affordable Deals if that is what the clients wish
- ❖ provides a list of suggestions that the clients can choose from
- ❖ Provides clear information for each choice so that the clients can decide properly.

## **LANGUAGES**

- ❖ ENGLISH
- ❖ HINDI
- ❖ TAMIL
- ❖ MALAYALAM

## **AWARDS AND CERTIFICATION**

- ❖ State level Taekwondo 2 Prize
- ❖ District level Taekwondo 1 Prize

## **PERSONAL DETAILS**

Date of Birth : 02/02/1996

Father's Name : Usman Cm

Nationality : Indian

Gender : Male

Marital Status : Single

Passport Number : T 48562094

Visa Type : Employment visa

## **REFERENCES**

Available upon request