

niyasnk5055@gmail.com    +971 50 257 1916    DAFZA Metro Station UAE    06/10/1993



# NIYAS N.K

SALES EXECUTIVE +7 Years' Experience

## SUMMARY

To be a continuous learner throughout my career, utilize my skills and abilities to contribute towards the achievement of organizational objectives and to set new standards of performance and gain the trust of the firm.

## WORK EXPERIENCE

**SALES EXECUTIVE + ADMINISTRATION** 2021 – 2023

**JBS TOURS & TRAVELS**

Dubai, UAE

- Airline ticketing agent
- Visa Processing
- Tour Package Booking
- Dealing with customer queries and complaints
- Assistant accountant

**SALES EXECUTIVE + ADMINISTRATION** 2020 – 2021

**AMG ROTANA HYUNDAI**

VADAKARA, CALICUT

- Sales field consultant
- Greet customers arriving at the dealership
- Negotiate car price and trade in values for customer vehicles
- Contact past customers to ensure they are satisfied with their vehicles

**SALES EXECUTIVE + ADMINISTRATION** 2018 – 2020

**DEIRA TRAVELS KOZHIKODE**

CALICUT

- Airline ticketing agent.
- greeting passengers and customers that approach their counter
- Issuing Flight Ticket
- Modifying or cancelling a passenger flight reservation

**SALES EXECUTIVE + ADMINISTRATION** 2017 – 2018

**RIYA TRAVELS QUILANDY**

CALICUT

- Airline ticketing agent.
- greeting passengers and customers that approach their counter
- Issuing Flight Ticket

## EDUCATION

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### DIPLOMA IN AVIATION & (IATA) HOSPITALITY MANAGEMENT

### BACHELOR OF COMMERCE (B.COM)

Specialization: Accounting & finance

### SENIOR SECONDARY

Branch: Commerce

### HIGHER SECONDARY

## TECHNICAL SKILLS

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- TALLY



- PEACHTREE



- MS OFFICE



## COURSES

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### ABACUS AMADEUS & GALILEO COMPUTER RESERVATION

## PERSONAL SKILLS

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1-Focused, innovative, flexible and persuasive personality comfortable in managerial positions

3 - Consistency and dedication coupled with sincerity and honesty, Able to work under tremendous pressure and meet deadlines.

2 - Highly motivated and driven extrovert who is confident

4- Individual with high concentration, good inter-personal relations and communication skills

LANGUAGES

English  
Urdu



Arabic  
Hindi



Malayalam  
Kannada & Tamil



HOBBIES & INTERESTS

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Instagram reels Videos

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Watching Movies

☐

Playing Cricket

☐

Photo Shoot

DECLARATION

• I hereby declare that all the Information provided by me in this application is factual and correct to the best of my knowledge and belief.

DATE:

PLACE: DUBAI, UAE