



SAHAL T SALAM

Sales Executive

To attain a good position in Sales with my confidence, hardworking, communication skills and my attitude. I would like to have an opportunity to contribute myself effectively for the growth of organization and to enable good environment in the airport.

CONTACTS



+971 52 139 4546



sahaltsalam@gmail.com



Dubai , U.A.E.

SKILLS

- Quick Learner
- Leadership skill and Team management
- Time management
- Adaptability
- Critical Thinker
- Ability to analyze data
- Communication skills

COMPUTER PROFICIENCY

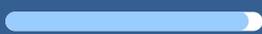
TALLY ERP



MS OFFICE



OS BASICS



LANGUAGES KNOWN

- English ● Hindi
- Malayalam

EXPERIENCE

2021 Sep

-

Present

Sales Executive

ENOC Zoom, Dubai , U.A.E

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.

2018 Nov

-

2021 Aug

Accountant

Everest Concrete Products , Kerala - India

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Assist with auditors
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

2017 Aug

-

2018 Jul

Customer Service Agent (Indigo Airlines Team member)

AIATSL, Cochin International Airport , Kerala - India

- Deal with passenger enquiries about flight departures and arrivals
- Check passengers in to their flight
- Give seat numbers
- Provide boarding passes and luggage labels
- Tell passengers about luggage restrictions
- Weigh baggage and collect any excess weight charges
- Take care of unaccompanied children and people with special needs
- Calm and reassure nervous passengers

HOBBIES

- Music
- Travelling

EDUCATION

- 2016**  **Bachelor of Commerce – Computer Application**
Mahatma Gandhi University
- 2013**  **Higher Secondary Education (Commerce)**
Board of Higher Secondary Educations – Kerala
- 2011**  **Secondary Education (S.S.L.C)**
Board of Public Examinations – Kerala

ADDITIONAL QUALIFICATIONS

-  **Diploma in Airport Management**
Certified by CIASL – 2017

PERSONAL INFO

Father's Name : Abdul Salam TE
Gender : Male
Date of Birth : 26th May 1995
Marital Status : Single
Nationality : Indian
Passport No. : R4915190
Expiry Date : 06-10-2027
Visa status : U.A.E Residents Visa
Licences : U.A.E LMV Driving Licence

I hereby declare that all the information given above are true and correct with the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

Place :

Date :

Sahal T Salam