

Personal Info

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6238093191

Kearala, Malappuram,
Kavanoor (PO),CHEETHANA
PURAVAN (H)

17/11/1999

Married

India

Languages

English/Arabic/ Hindi Very
Good

Skills

- Accounts & Bookkeeping.
- Customer Service & Communication, Travel & Ticketing Basics . Airport & Aviation Operations Knowledge , Attention to Detail & Accuracy

EXPERIENCES

- 4 years

Accounts/ Sales managment
Store keeper, Jiddha

Accounts / Data Entry Executive

Saudi Arabia
Duration: 4 Years

- Managed daily accounting entries and maintained financial records
- Performed accurate data entry of invoices, expenses, and reports
- Assisted in accounts reconciliation and document verification
- Maintained organized digital and physical filing systems
- Supported administrative and finance teams with timely reporting

Education

Diploma in Aviation Airport management/ Hospitality and Travel tourism
Higher secondary, Manjeri, malappuram

2/2/2017 - 2/5/208

tail-oriented Accounts and Data Entry Professional with 4 years of experience in Saudi Arabia, supported by strong academic training in Aviation, Airport Management, Hospitality, and Travel Management. Experienced in financial data handling, record maintenance, and administrative support. Completed professional aviation training at Cochin International Airport (CIAL) with certifications in Travelport Galileo. Seeking opportunities in Accounts, Data Entry, Airport Operations, Airline Ground Services, or Travel & Aviation rol

Education

Diploma in Airport management and Travel tourism
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2/02/2017 -
2/05 /2018

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