



# Afsal CP

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## ABOUT ME

Detail-oriented and highly organized professional with strong experience in accounts management, data entry operations, customer service, and administrative support. Possesses solid knowledge of financial record maintenance, documentation, and workflow coordination. Equipped with training in aviation, airport operations, ticketing systems, and travel management, enabling effective performance in ground handling, passenger service, and airport support roles. Demonstrates strong ability in data accuracy, communication, multitasking, and process management, ensuring efficient and error-free operations. Seeking a position in accounts, data entry, airport ground staff, or ticketing operations.

## WORK EXPERIENCE

### ACCOUNTS / DATA ENTRY EXECUTIVE & STOREKEEPER – SAUDI ARABIA

Managed daily accounting entries and financial records, ensuring accuracy and proper documentation  
 Performed structured data entry of invoices, expenses, and financial transactions with high attention to detail  
 Assisted in accounts reconciliation and verification of financial documents  
 Maintained organized digital and physical filing systems for easy access and data integrity  
 Supported finance and administrative teams with report preparation and documentation  
 Ensured proper tracking of records and maintained confidentiality of financial information  
 Coordinated with team members to ensure smooth operational workflow and timely reporting  
 Handled storekeeping responsibilities including stock monitoring, record maintenance, and inventory control

## EDUCATION AND TRAINING

2017 – 2018 Malapuram, India  
**DIPLOMA IN AIRPORT MANAGEMENT AND TRAVEL TOURISM**

2014 – 2016 Malappuram, India  
**HIGHER SECONDARY EDUCATION**

## LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s): **HINDI**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● **SKILLS**

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Inventory Management | Stock Control | Goods Handling | Record Tracking | Office Administration | Workflow Coordination | Report Preparation | Process Management | Multitasking

### **Accounts & Data Entry Skills**

Financial Record Keeping | Data Entry Operations | Accounts Reconciliation | Invoice Processing | Accounts Management | Documentation and Record Management

### **Airport & Aviation Skills**

Ground Staff Support | Airport Operations | Boarding and Check-in Assistance | Travel Coordination | Passenger Handling | Ticketing and Reservation Systems | Airline Customer Service

## ● **CERTIFICATIONS**

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Cochin International Airport

### **Aviation Training Certification**

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### **Travelport Galileo (Ticketing System - Basic)**

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