



MAFRAK M.P

DRIVER

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About Me

As a proactive, organized, and responsible professional with strong interpersonal skills, I excel in collaborative environments and effective teamwork. I am adept at making quick decisions and managing pressure efficiently. I am seeking a challenging position where I can continue to grow and expand my expertise.

Education

International customer service and travel management

Akbar Academy of Airline Studies

2021 - 2021

Diploma in manual and computerized accounting

Accountants Academy

2020 - 2020

Bachelor of Commerce CA

MTM college Veliancode Pazhani

2016 - 2019

High school

GHSS Kadikkad

2014 - 2016

Skills

- Effective Communication
- In-depth Destination Expertise
- Advanced Organizational Capabilities
- Technological Proficiency
- Cultural Awareness and Sensitivity
- Exceptional Customer Service
- Strategic Risk Management
- Advanced Problem-Solving Abilities
- Agility and Adaptability
- Efficient Time Management

Work Experience

Driver

Dieture Kitchen

2025

Working as both logistic and delivery driver in dieture kitchen

Travel Consultant

Akbar Travels

2023 - 2024

Assisted clients in planning and booking comprehensive domestic and international travel arrangements, including flights, hotels, and tours. Managed and ensured the accuracy and timeliness of all travel bookings and services. Addressed customer inquiries, resolved issues, and provided prompt and effective solutions to enhance client satisfaction. Collaborated closely with team members to optimize customer experiences and achieve sales targets. Proficient in utilizing travel booking systems such as Amadeus, Galileo, and Sabre to efficiently handle reservations and manage bookings.

Outfit Fashion Hub

Accountant

2021 - 2023

As a financial professional, I have a proven track record of producing meticulous monthly financial reports, schedules, and related documentation. Throughout my career, I have adeptly gathered, assessed, and consolidated accounts and transactions, ensuring precision and transparency. My expertise extends to maintaining and reconciling the general ledger with a focus on accuracy and compliance. I have successfully managed subsidiary ledgers, particularly for fixed assets, optimizing tracking and reporting efficiency.

Junior Accountant

Lifestyle Textiles

2019 - 2021

As a financial professional, I have consistently excelled in creating comprehensive monthly financial reports, schedules, and associated documentation. My role involved meticulously gathering, reviewing, and summarizing accounts and transactions to ensure accuracy and clarity. I have been responsible for maintaining the general ledger, keeping it up-to-date and accurate. Additionally, I managed subsidiary ledgers for fixed assets and other key items. My responsibilities also included overseeing the accounts payable function, ensuring the timely and accurate posting of vendor invoices to the appropriate accounts.

Technical Skills

GDS Softwares

- Sabre
- Galileo
- Amadeus

Software Skills

- Tally.ERP 9
- Microsoft Excel
- Peachtree
- B.Software