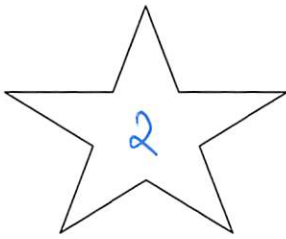

 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 	
				Recent Photograph Date <u>29/Nov/2014</u> CV No <u>103.422</u>	
Profession / Specialty		<u>Travel Agency / Office Worker / Sell / Marketing</u>			
Industry / Projects		<u>Office job</u>			
Nationality		<u>Pakistani</u>		Place of Birth / City of Origin <u>Pakistan, Karachi</u>	
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	
Religion		<u>Islam</u>		Birth date (DD-MON-YEAR) <u>25-06-1988</u>	
Languages		Mother Tongue <u>Urdu</u>		Other Languages <u>English</u>	
Qualification		<u>B.A Economics</u>			
Gulf Experience		<u>0</u> Years <u>0</u> Months		Total Experience <u>2</u> Years <u>5</u> Months	
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Do you have own car? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Visa Validity Date		D <u>20 DEC</u> Y <u>2014</u>		Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent	
Employment Status		<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		<u>Currency PKR</u>	<u>Value 2000</u>	Last Salary Verified <input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract	
Expected Salary		<u>Currency THM</u>	<u>Value 4000</u>	<input type="checkbox"/> Salary Increment Letter <input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement	
How much notice period you will need to join new position? <input type="checkbox"/> Can Join Immediate <input checked="" type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/>					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
What is the reason for your Job Search? <u>I want to earn money and get experience</u>					
How many jobs you have applied so far?		<u>15</u>		How many interview calls you have received so far? <u>10 One</u>	
What is your talent? Describe in detail. <u>I am hard worker and work very sincerely and also a fast learner.</u>					
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	<u>1</u> Worked 2+ yrs with employer
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	Promoted in Previous Job
IT Literacy	<u>1</u>	Arabic Proficiency		On Job Training Certificates	Awards or Appreciation
				IELTS Proficiency	Experience Verified
Bonus Score	<u>1</u>	+ Gulf Score		+ Education Score	<u>1</u> + Experience Score
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score <u>2</u>

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978

CURRICULUM VITAE

	Personal Information			
	Marital Status	Single	Date of Birth	25-May-1988
	Nationality	Pakistani		
	Languages	Urdu & English		

OBJECTIVE

Blessed with creative urges & talent, I am looking for suitable opportunities for their display. I am confident of a high quality performance & achievement of the highest order, as an employee in your organization. I will bring focus on quality-based service.

EDUCATION

Academic Particulars	Institute	Year
B.A in Economics	Federal Urdu University	2011
H.S.C (Pre Engineering)	Board of Intermediate Education, Karachi	2009
S.S.C (Science)	Board of Secondary Education, Karachi	2007
Computer Proficiency	Institute	Year
CIT (Certificate in Information Technology)	Korean Computer Academy	2007

- Well command on Windows XP & its different tools.
- Comprehensively use MS Office, Excel, and Power Point etc.

WORKING EXPERIENCE

- Working as **Operational Officer** with since September, 2012 till to date.
- Working as a **QA Documentation Officer** with since February, 2012 to August, 2012

RESPONSIBILITIES AS OPERATIONAL OFFICER

- Responsible for documents processing and advising clients on travel arrangement e.g. Visas and Passport.
- Arranging flights, insurance and accommodation.
- Collecting & processing payments.
- Keeping clients up-to-date with respect to any change.
- Resolve customers issues regarding documentation and fees handling.
- Provide customers with brochures & catalogs dealing with travel information, such as local customs and points of interests
- Dealing with complaints.
- Record maintenance & their archiving.