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| **TANVEER**  Email: [tanveer.173046@2freemail.com](mailto:tanveer.173046@2freemail.com) | PIX.jpg |

***PERSONAL STATEMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Experienced professional with brand management and media communication expertise. Worked with reputable organizations in diversified setups, various functional and cross functional roles with proven track record. Since last 15 years, my career in senior management profile has acquired competencies in creating and setting up business visions, developing media and business strategies, growing and turnaround business through training high performance work force.

## PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Manager At Zaman Services Travel & Tours Pvt. Ltd**

**Travels and Tourism /Hospitality**

**Feb 2013 Present**

## KEY RESPONSIBILITY & DUTIES

* Advice on Travel options and costs, Planning and execution of travel itineraries, Reservation, Ticketing and fare Calculations.
* Providing Comprehensive information on destinations, Packages itineraries, baggage rules & regulation, etc.
* Specialization Customer handing towards Umrah Services.
* Planning group packages on behalf of Travel Agencies.
* Special Holding to corporation customers in line with new Umrah Bye-la
* Rendering packages deals with rent-a-car and other companies to facilities groups.

## 

**Manager Operation At AFM Consultants Pvt. Ltd**

**Education / Immigration and Visa Services**

**April 2007 to Feb 2013**

## KEY RESPONSIBILITY & DUTIES

* Consultancy & help to get Visa , Immigration and manage
* Tour Plan for Clients.
* Business Developments
* Oversees Instruction promotions and seminars , Expos arrangements.

**Finance Controller At Eminent Travels.**

**Travels and Tourism /Hospitality**

**Jun 2004 to Sep 2006**

## KEY RESPONSIBILITY & DUTIES

* Booking Hotel, Airline Reservation.
* Procuring Visa Application.
* Establish and handle efficient accounting processes.
* Internal controls, Mention and responsible for the integrity of all financial records and practice.
* Manage day to day cash flow, forecast cash requirement and fund movement
* Ensure collection and banking are done promptly
* Manage Sales ledger and credit control,
* Manage all local encashment facilities including petty cash floats.
* Support line management with negotiation and review of major contracts to ensure best value for money.
* Preparation and execution of monthly payroll

**Dy. Manager Accounts / Procurement At Echo West International Pvt. Ltd.**

**Builder / Construction**

**March 2001 to May 2004**

## KEY RESPONSIBILITY & DUTIES

* Establish and handle efficient accounting processes, Internal controls.
* Mention and responsible for the integrity of all financial records and practice.
* Manage day to day cash flow, forecast cash requirement and fund movement to H.O.
* Ensure collection and banking are done promptly
* Manage Sales ledger and credit control,
* Manage all local encashment facilities including petty cash floats.
* Support line management with negotiation and review of major contracts to ensure best value for money.
* Manage procurement and inventory control.
* Preparation and execution of monthly payroll
* Preparation and manage pre-qualification & tender documents.

**Customer Service Executive At Sipka Group Of Companies.**

**Communication / Parts**

**March 2001 to May 2004**

## KEY RESPONSIBILITY & DUTIES

* Resolve clients problem and complains
* Manage Sales or sales Team
* Bridge between client and service center for Maintenances related issue.
* Insure electronic parts availability in services center and sales department.
* Manage Sales ledger and credit control,
* Support line management with negotiation and review of major contracts to ensure best value for money.
* Manage procurement and inventory control.

**Assistant Manager At Ahmed Food Industries Pvt. Ltd.**

**FMB**

**Feb 1997 to Oct 1999**

## KEY RESPONSIBILITY & DUTIES

* Manage Sales or sales Team
* Manage sales supplies
* Products launching affairs
* Manage Sales ledger and credit control,
* Support line management with negotiation and review of major contracts to ensure best value for money.

**Assistant At S. M. A.D. B Pvt. Ltd.**

**Builder / Construction**

**August 1993 to Jan 1997**.

## KEY RESPONSIBILITY & DUTIES

* Preparation and execution of monthly payroll
* Preparation and manage pre-qualification & tender documents.
* Mention all billing documents
* Manage camps or site offices daily routine maters

## PERSONAL INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date : 14 July 1972

Gender : Male

Marital Status : Married

Nationality : Pakistani

CNIC No. : 61101-6444346-5

## QUALIFICATION

B.Com Karachi University 1996

FSC Inter mediate Karachi 1993

## RELEVENT COURCES

Management

Sales & Marketing

Worldspan, SABER (G.D.A Air Line Reservation System)

## COMPUTER SKILLS

Operating Systems: Dos. Windows 98/xp, Spread Sheets, Excel, Lotus, MS Office Application, Accounting Software, Fox pro, Auto cad, BD21421_BD21299_