Ahsan

Languages: English (Fluent), Arabic, Hindi, Urdu.

Nationality: Pakistani

# PERSONAL INFORMATION

Born: 15 – Feb - 1989

Citizenship: Pakistan

Marital status: Married.

# Experience:

An Enthusiastic, Hardworking, Fast Learning ,with good personality and can adjust to any enjoinment and can do Multiple Tasks, Supporting Human Resource department, Accounts, Hotel Management

Driving License is off course a benefit.

# Hotel mangement:

Front Desk Reception, Customer Care, Room Reservations, Guest Registration, Answering Calls, Airport Representative, E-mails Message Service, Valet Parking, Etc.

# Hobbies:

* General Knowledge, New Invention, Watching TV, Movies, Gym, Sports (Indoor. Out Door).

# EDUCATION

* **MATRICS**. Peshawar board.2006.

* **D.Com.** Technical board of Peshawar.2008
* **B.Com** University of Peshawar. 2012
* **MBA.** Geneva Business Switzerland.2016

# Experience

* 4 Years in Afridi Air Service (KPK – Peshawar Pakistan) as Customer Care from 2005 to 2009.
* Internship in National Bank of Pakistan GTR Intern 2011. (Responsibility 1. Account Opening 2. Remittance 3. Deposits 4. Government Section)
* 2 Years’ Experience in the Transportation Solution Center Dubai UAE as an operation Manager. From 2012 to 2014.
* Operation Manager in Safeway Tourism LLC, Dubai UAE. From Feb 2014 to till date.

# Description of adiminstration.

* Store and retrieve data on computer.
* Making files and keeping records of the company.
* Receive and process incoming & outgoing mails.
* Supply correct information to customers.
* Communicate with customer through a Varity of means-by telephone, by email, fax, or regular mail correspondence, or in person.
* Processed back office operations using Ms Office.
* Also Collection / Distribution of Cheque in the company in case of no drivers Available.

# Operation Experience.

* Comprehensible all the types of Complains from over clients.
* Attending to all telephonic enquires related to about Transfer.
* Assist call incoming calls from outside.
* Track all of over Company vehicles. From the tracking system.
* Making Jobs order to over company drivers. And Provide the Detail of these drivers to over Clients.

# Tranings

* Basic Activities Training HRDC Peshawar Pakistan 2010.
* Leadership Management Skills Training for Community Activities FR Peshawar. 2011.

# Computer Skills

* Tally Accounting Software.
* Peach Tree Accounting Software.
* Word, Excel. Power Point, Out Look, Window / Internet.
* Export / Import Procedures. Multimodal Transportation.
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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