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|  | **Muhammad Mairaj Fazil** |
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| **Objective** | To work in an organization so that achievement of tasks and goals can be accomplished by implementing my educational knowledge and technical skills with a proud of sincerity and loyalty |

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| **Experience** | ( A leading Chocolate Company in UAE )(Sep 2014 to till date)  **Worked as Cashier and Assistant Manager**   * Maintain Daily, Weekly & Monthly sale report to Head Office * Analyzing the competitor’s activities * Ensuring positive communication with Customers * Follow up on telesales with our regular and new customer * Managing staff schedule and duties on weekly Basis   **Aziz Sons Travel &Tours (pvt) Ltd Islamabad**  **Assistant Travel Consultant March2014-July 2014**   * Dealing with customer enquiries and aiming to meet their expectations. * Handling the incoming telephone and website enquiries * Creating bookings in the system. * Constant communication with the customers. * Handling cancellations and rebooking of cancelled flights. * Maintaining daily reports and records. * On call - Attending the reservations phone and email enquiries. * Maintaining records: Booking forms/ Payment records and Booking confirmations. * Reporting Daily, Weekly, Monthly for Reservations & Enquiries, Cancellation. * Coordinating with finance and follow-ups for collection.   **Computer System Integration**  **Relationship Officer (CSI) January2013-December 2013**   * To develop an environment with positive and impressive business attitude. * Maintaining high performance standards. * Analyzing merchant’s sales volume & achieving targets of the market. * Maintaining excellent Relationship with merchants   **Qualification**  **Qualification Board/University Year**    SSC B.I.S.E Rwp 2008  Inter (Ics) B.I.S.E Rwp 2010  B.Com Punjab University 2012  **Computer Literacy**  Proficient in Peach Tree ( Accounting software )  Proficient in using Ms Office  Fully exposed to web browsing techniques & electronic mail.  **Ticketing & GDS courses**  **IATA** **certified** ( GDS Fares & ticketing March 2016 Abu Dhabi)  Basic knowledge of Amadeus & Sabre |

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| **Skills** | |  |  | | --- | --- | | BD21329_ | Strong communication skills | | BD21329_ | Can work as a team member | | BD21329_ | Can deal with the complexity of circumstances | |

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| **Operating Systems** | |  |  | | --- | --- | | BD21329_ | All type of Windows | |  |  | |

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| **Languages** | Fluent command on Arabic, English, Urdu & Punjabi |

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| Amateur Activity | Gardening, Cricket, Computer Games & Reading Books. |

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| **Personal Data** | |  |  | | --- | --- | |  |  | | Date Of Birth | 03rd March 1991 | | Religion | Islam | | Gender | Male | | Marital Status | Single | | Nationality | Pakistani | |

**Job Seeker First Name / CV No: 1801236**

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