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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 2008Inter (Ics) B.I.S.E Rwp 2010B.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** |

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| 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** |

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| 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** |

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

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

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