### 23473-.jpgCurriculum Vitae

MOUBIN

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**Employment Goal:**

To use my learned skills in a challenging work environment of an organization and fulfillment of assigned targets where deadlines are priorities with putting maximum productivity.

Professional Experience:

**Ticket Sales Executive.**

**Apr 2015 till Nov 2016**

**Air Borne Tourism Sharjah.**

Air Borne travel & tourism Sharjah is a well-established and professionally staffed travel management company based in UAE, Providing travel and tourism services since 2008.

**Responsibilities,**

* Working on Amadeus, Abacus, Saber system
* Phone booking
* Serving passenger at counter
* Prepare daily, weekly and monthly sales reports
* Arranges reservations and routing for passengers at request.
* Provide ticketing changes, re-booking of itineraries and special service requests for passengers.
* Greet and assist all customers in a prompt, friendly and courteous manner.
* Present a professional and positive image of company.

**Ticket Sales Representative**

**Aug 2012 to Apr 2015**

**Wings Air Travels Islamabad.**

Wings Air is an established air ticking firm.

Based in capital city Islamabad, office deals not only with individuals but as well on cooperate level. This firm runs on tight schedule and fast pace environment, delivering best of its services to customers. Ticket sales offices responsibilities expands but not limited to booking passengers utilizing Amadeus system and others including customers Telephone bookings.

**Responsibilities,**

* Working on Amadeus, Abacus system
* Provide ticketing changes, re-booking of itineraries and special service requests for passengers
* Phone booking and deliver tickets to the doorstep of customers and Arranges reservations and routing for passengers at request.
* Keep self and the team up to date on product, service, policies and procedures through regular team meetings ensuring communication and understanding by team members
* Ensure team compliance with all reservation policies and procedures and standards of guest service (i.e. handling guest problems, answering telephone enquiries within 3 rings, timeliness, grooming, courtesy etc)
* Greet and assist all customers in a prompt, friendly and courteous manner.
* Present a professional and positive image of company.
* Keep self and the team up to date on product, service, policies and procedures through regular team meetings ensuring communication and understanding by team members
* Plans route and computes ticket cost, using schedules, and computer.
* Handle day-to-day problem resolution, escalating to higher levels as required.

**Ticket Sales Representative**

**Nov 2010 to Jul 2012**

B**ukhari travels & tourism service.**

Bukhari Travel & Tourism Services since 1973 one of the largest service providers in Pakistan for all kinds of tour packages, accommodations, tourism, hospitality and non-stop travelling solutions.

**Responsibilities,**

* Arranges reservations and routing for passengers at request.
* Phone booking
* Handle day-to-day problem resolution, escalating to higher levels as required
* Prepare daily, weekly and monthly sales reports
* Handled Government and semi government invoices
* Handling all matters in absence of supervisor
* Serving passenger at counter
* Working on Amadeus, Abacus system
* Handling queries from travel agents

**Assistant Lecturer**

**Mar 2010 to Nov 2010**

**Govt. Community Girls College.**

Government Community Girls College runs on zero tolerance policy.

As institute is dedicated for only girl’s education but also covers Mixed groups in evening classes. Institute conducts short courses

Purely based on IT education. Collage is well known and holds a reputed status of its educational standards.

IT Education Assistant Lecturer is responsible to deliver

Lectures and conduct small workshops, covers basic IT learning and software’s.

**Accountant.**

**Oct 2009 to Mar 2010**

**Pak Enterprises.**

Pak Enterprises is a small investment group hold distributors

of Nestle Pakistan ind. Distributions spans over city of Sargodha and surrounds. As distribution covers one million people, operations runs on complete supply and demand system. Distributions deals with products with short shelf life results continues effort in sustaining on demands. Post holds a critical requirement of dealing with retailers on day to day bases. Jobs requirement ends with day on reporting and closing of daily cash to head accountant.

**Computer Operator**

**Jun 2008 to Oct 2009**

**AOT (Ali Overseas Trades)**

AOT is Pakistan based company having purchasers in many countries. Company’s main trades are seasonal fruits including critics. On bases of trading, office develops a multinational communications which allows border experience in costumer care. Main responsibilities for position are data handling and processing. Includes daily progress records and data logging.

**Call Center**

**OVEX TECH (pvt)Ltd**

Ovex Tech (pvt) Ltd. Is one of the country’s leading BOP and IT Solutions providers. Ovex adheres to strict international standards in service quality and dependability

**Education:**

**B.A**

**Al khar university AJK (2016)**

**Optical Fiber Technician**

**(Telecom Foundation)**

**F.A**

(BISE Sargodha)

**Special Certificate Course In English Language**

(NUML)

**Diploma In Information Technology (DIT)**

(Skill Development Council)

**Diploma In Designing**

(Sahara Academy Of Science & Technology Sargodha)

**Diploma In Computer Application (DCA)**

(New Age Computer College Sargodha)

**Secondary School Certificate Examination**

(BISE Sargodha) (Aug 2000)

**Certificate In Computer For Office Personnel from**

**( Petroman )** (July 1999)

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| **Personal Data:**  Date of Birth : 23 Nov. 1982  Nationality : Pakistani  Marital Status : Single  Religion : Islam  Height : 5’ 10” | |
| **References:** | Can be furnished on request. |