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| **TAHIR**  |
| **Citizenship: Pakistani ▪ Date of birth: 03rd NOV 1970**  |
| **Contact** |
| **E-mail :** tahir.351491@2freemail.com  |

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| **Address** |
| Islamabad, Pakistan |

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| **Profile** |
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| **Objective** | I have almost 16 years of experience in Travel and Tourism Industry. I am well experienced, certified, highly cultured seeking an executive position in sales and marketing. I am looking forward to join a reputed organization with a dynamic environment where my contribution will be overtly seen and my potentialities can be effectively utilized. |
| **Availability** | Need to give 1 month notice at current job. |

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| **Key Skills** |
| Proficient with Different GDS for reservation and ticketing:

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| **Amadeus Reservation System** | **Sabre Reservation System** | **Galileo Reservation System** |

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| **Education** |
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| **1993****1989** | **BA (Bachelor of Art)**University of Punjab**FSC (intermediate)**Rawalpindi Board , Pakistan. |
|  **1986** | **Matric**Government High school, Multan , Pakistan |

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| **Certifications** |
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| 2013  |  **Thai Airways System****Bangkok** |
| **2009** | **Sabre Reservation Systems**Sabre, Alkhobar, Saudi Arabia |
| **2002****1995** | **Amadeus Reservation Systems**Amadeus, Islamabad, Pakistan **Tariff and Ticketing Certificate** Pakistan International air lines Rawalpindi(Pak) |

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| **Work Experience** |
| **Maharah Travel & Tours Riyadh, Saudi Arabia 01 May 2016 Till Date****Corporate Supervisor** * Working out fare construction for different routes.
* Handling reservation queries, processing refunds.
* Issuance, Re-issuance and Cancellation of International/Domestic tickets for all Airlines, Reconciliation, Invoicing, Refund, Disputes etc
* Submission of Invoices & payment follow-up
* Dealing Corporate like Argas , Alrashed Group , Manes & Tifs etc .
* Handling group sales
* Preparing comparison OAL fare on monthly basic.
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| **Al-Mojil Travel & Tours, AL Khobar, Saudi Arabia** |
| **Travel Consultant 2008 to 2016**  |
| * Handling Top Corporate accounts.
* Reservations, Ticketing and reissuance for individual officials and VIP accounts
* Proactively market, sell and consult with clients in regards to tour, cruise, air, car and hotel products and all other related services
* Command to Communicate with multi language clients
* Update information of airline industry and capability to reciprocal respond
* Arranging tailored tour packages as per market need
* Dealing with corporate like Rawabi united, Sascom, Alrashed group, British School, Argas, Apicorp etc.

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| **American Express, Islamabad, Pakistan** |
| **Travel Consultant**  |  **2006 to 2008** |
| * Handling all Ticketing & Hotel reservations for individuals and Corporates like Schlumberger**, Italian embassy, Western union, OGDC etc.**
* Dynamic sales techniques to develop the business
* Daily sales report and maintaining the full record
* Deployed in implant office in United Nations for 1 year dealing with ticketing/hotel bookings/visa/invoicing etc.
 |
| **Waljis Travel, Islamabad, Pakistan** |  |
| **Ticketing & Reservations Supervisor** |  **2002 to 2006** |
| * Ticketing & Hotel reservations
* Ability to provide professional, Accurate and cost effective travel arrangement for clients
* Excellence customer service
* Tele sales expertise
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| **Languages** |
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| **Urdu** (native) | **English** (fluent) | **Arabic** (Fluent) |
| **Punjabi**(native) |  |  |

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