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| |  |  |  | | --- | --- | --- | | **TAHIR** | | | | **Citizenship: Pakistani ▪ Date of birth: 03rd NOV 1970** | | | | **Contact** | | **E-mail :** [tahir.351491@2freemail.com](mailto:tahir.351491@2freemail.com) | |  |
| |  | | --- | | **Address** | | Islamabad, Pakistan | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **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. | | | |
| |  | | --- | | **Key Skills** | | Proficient with Different GDS for reservation and ticketing:   |  |  |  | | --- | --- | --- | | **Amadeus Reservation System** | **Sabre Reservation System** | **Galileo Reservation System** | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **1993**  **1989** | **BA (Bachelor of Art)**  University of Punjab  **FSC (intermediate)**  Rawalpindi Board , Pakistan. | | **1986** | **Matric**  Government High school, Multan , Pakistan | | | **Certifications** | | | |  |  | | --- | --- | | 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) | | | | **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. | | | |  | | --- | | **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. | | | | | **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 | | | | |  | | | | | | |  | | | **Languages** | | | |  |  |  | | --- | --- | --- | | **Urdu** (native) | **English** (fluent) | **Arabic** (Fluent) | | **Punjabi**(native) |  |  | | | | |
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