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Rawalpindi, Pakistan.

Kamran

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| Objective |  | Seeking a position in any Sector for Administrator,Travel consultant, Suppluy Chain Management, Logistics & Transport Management Consultant. Where I can use my experience, technical and analytical skills to achieve targets,improve service quality andreduce operating expenditures. |
| Skills & AbilitiesExperience |  | 20 years of extensive experience in the field of administration, Travel, Hotels, Suppluy Chain Management, Logistics & Transport Management. Member of The Chartered Institute of Logistics and Transport with multiple diplomas in Service Quality, Supply Chain Management, Logistics and Transport. Posses multiple trainings from PIA, Amadeus, SAI, GALILEO. Workshops from Qatar Airways, AIG, United Air Lines, Lufthansa and Shaheen Air International.Good knowledge of Hotel reservations, tickting and travel bookings, Visas, customer handling techniques, Adminitrations, Coorporate affairs, Govement Relations, Banking. **Administration Manager – Teradata GCC.** May 2014 – to date.I joined Teradata Global Consultancy Center as Travel Coordinator and Admin Exective and based at Islamabad, Pakistan.We have around 500 people working in Pakistn and they required extensive travel from Pakistan to around the world. As employee of Teradata GCC I am responsible to make sure the travel bookings with hotel arrangements, including visa assistance to all employees. Managing the Bank realted issues and Administration. My other responsibilities as follows:* Issuence of Letters/invitations required for Visa.
* Making sure the members ships of SECP, PSEB, ABC, ICCI, OICCI, PASHA are valid.
* Close follow up for all visa cases .
* Coordinate with Center Head and update weekly on all issues.
* Managing the travel Insurance for all travelers.
* Managing the hotel booking for all travelers.
* Arrangement of visa for forigners who travel to Pakistan on Business trips.
* Making sure to maintain quality standards while meeting aggressive Targets.
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|  |  | **Branch Manager – Coorporate Oprations - Quality Aviation Islamabad.** Nov 2008 - to Apr 2014I am reporting CEO,I was involved in budgeting,setting up goals for my teams that I have been managing, Targebusiness market specially corporate customers.Brach issues, Air inerealreted issues. Ensure the implementation of corporate policies, standards. Other responsibilities as Follows: * Follow up all branches sales recoveries corporate and local client’s issues.
* Provide consultancy / help to executive corporate clients for the Extension of Visas through Airline & Embassies.
* Develop and maintain good relationship with all the concerned authorities.
* To obtain umrah visas, work visas. Family visas, business visas + Extension of the same or if any change or correction is required through Ministry of Interior & Regional Passport Office, with through the concern airline.
* To obtain all deal with many Multinational/National Embassies IMF, Ministry foreign office & Extension of Visas through Airline & also deal in holiday packages throughout the world.
* Surety of timely delivery to clients.
* Responsible for implant office ticketing and Reservations.
* Delivery of Invoices and follow up of recoveries from corporate and local clients with the help of accounts team.
* Fare Calculation and teaching of staff.
* Client Handling & Protocol services.
* Arrangement to send personal belongings of all clients Local / expatriates to there request country .
* Ensures that the team meets KPIs by utilizing appropriate reports

**Operations Manager – Coorporate Oprations - Quality Aviation Lahore.** Apr 2007 - toOct 2008I am reporting CEO, I was involved in budgeting,setting up goals for my teams that I have been managing, Target business market specially corporate customers. Brach issues, Air inerealreted issues. Ensure the implementation of corporate policies, standards. Other responsibilities as Follows: * Surety for service timely deliver to clients.
* Responsible for implant office ticketing and Reservations.
* Delivery of Invoices and follow up of recoveries from corporate and local clients with the help of accounts team.
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* Arrangement to send personal belongings of all clients Local / expatriates to there request country .
* Ensures that the team meets KPIs by utilizing appropriate reports

**International counter supervisor – Coorporate Oprations –****Quality Aviation Karachi.** Nov 2004 - toApr 2007I am reporting Coorporate sales Manager, I was involved in Client handling from MNC’s.Other responsibilities as Follows: * Reservations for Coorporate clients as required.
* Group bookings for MNC’s with hotel and Visa arrangemtns.
* Tour and business arragments.
* Fare Calculation and teaching to staff.
* Umrah& Hajj arrangements for customers.
* Handling Personal effect for MNC’s customers.
* Delivery ofInvoices and follow up of recoveries from corporate clients.
* Fare Calculation.
* Client Handling & Protocol services.

**Shift In-charge - Shah Bhittai Travels** Jan1997 to Oct 2004(Night Shift) Shah Bhittai Travels was established newly and provide 24/7/365 service to cstomers. I found the opportunity to work with them as Shift Incharge for Night shift. That was the best opportunity to learn. I was taking care the tickting, reservations for cutomers, manage accounts for all activities. Other responsibilities as follows:* Reservation
* Ticketing Domestic, International
* Fare Calculation
* Develop and maintain good relationship with all Office Staff .
* Develop and maintain good relationship with Airlines concerned authorities.
* Take care all lrefund related issues.

**Travel Consultant - Bonds Travel Bureau**Apr 2000 to Oct 2004.My Responsibilites as follows:* Client Reservation with various Multinational & National Companies like FLS Pakistan ( PVT ) . Ltd.
* British Gas, Union Taxes Petroleum, hunt International, Unocal, OMV LasmoOil Pakistan Ltd. Shell exploration, Occidental of Pakistan, Premier Oil P T C , P P L ,etc.
* Ticketing Domestic, International
* Fare CalculationTariff
* To obtain umrah visas, work visas. Family visas, business visas + Extension of the same or
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| Education |  | Details of acadmics:* Bachelor of Arts in 2000 from Karachi University.
* Higher Secondary Certificate in 1996 from Board of Intermediate Education Karachi.
* Technical School Certificate in 1994 from Sindh Board of Technical Education Karachi
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| Trainings, Diplomas&workshops |  | * Amadeus travel Assistance AIG Pakistan
* ABACUS Reservation Course P.I.A Training Center Karachi
* GALILEO CASTAWAY” Course Galileo Pakistan, Karachi
* Galileo Core System / Galileo Global Fares Course Galileo Pakistan, Karachi
* Shaheen Online Reservation System Course Shaheen Air International Ltd. Karachi
* SABRE AES/TKTG/ATAC CourseP.I.A Training Center Karachi
* Customer Profile Course Amadeus TrainingCenterKarachi
* Advance Functionality Course Amadeus TrainingCenterKarachi
* Auto Ticketing & SAR Course P.I.A TrainingCenterKarachi
* Basic Functionality Course Amadeus TrainingCenter Karachi
* Tariff & Ticketing Intermediate Course P.I.A TrainingCenterKarachi
* Repak Reservations Course P.I.A TrainingCenterKarachi
* Basic Passenger Sales Course P.I.A.C. TrainingCenterKarachi
* “AMADEUS ” ELECTRONIC TICKETING Amadeus TrainingCenterKarachi
* “AMADEUS ” B S P – C T S Training Amadeus TrainingCenterKarachi
* “AMADEUS ” Workshop on Travel Assistance for AIG PakistanAmadeus TrainingCenter Karachi
* Participating Orientation Workshop United Airlines at the Sheraton Hotel Karachi
* Amadeus Pakistan & LUFTHANSA Workshop Amadeus TrainingCenterKarachi
* Reservation Training Workshop Shaheen Air International Ltd. Karachi
* Hotel Sales Specialist
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| Personal Details |  | * Date of Birth 22nd March, 1976.
* Marital Status Married. With Four Kids
* Nationality Pakistani.
* Religion Islam
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| References |  | * Available on request
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