CuRRiCuLuM VitaE tayyib

***Office/ Administrative Assistant/ Travel Agent/ Follow Up Clerk***

**Contact Information**

**Nationality:** Pakistani | **Date of Birth**: 14thNov, 1984 |**Visa Status:** Employment Visa (NOC

will be available) |

**Email:** tayyib-393060@2freemail.com

**Educational Background:**

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| --- | --- | --- |
|  | Graduation | Islamia University Bahawalpur |
|  | Intermediate(HSSC) | Board of Intermediate and Secondary Education Bahawalpur |
|  | Matriculation(SSC) | Board of Intermediate and Secondary Education Bahawalpur |
|  | Diploma of Computer Operator/ Office Assistant | Punjab Vocational Training Council |

**Work Experience:**

**Dubai, UAE**

**Office/ Administrative Assistant/ Follow up Clerk, Nov-2017 to Present**

**Duties:**

* Organize office and assist associates in ways that optimize procedures.
* Sort and distribute communications in timely manners.
* Create and update records ensuring accuracy and validity of information.
* Schedule and plan meetings and appointments.
* Monitor level of supplies and handle shortages.
* Resolve office related malfunctions and respond to requests or issues.
* Maintaining trusting relationships with supplies, customers and colleagues.
* Perform receptionist duties.
* Data entry, invoicing, payroll, deposits and general accounting.

**Pakistan**

**Office Administrative Assistant/ Travel Agent, Jun-2007 to Oct-2017**

**Duties;**

* Arranging Flights, insurance (Protector), accommodation, and better packages for Hajj and Umrah, visit visa.
* Collecting and processing payments,
* Advising clients on travel arrangements. e.g. Visas, Passports, Insurance, tickets and Packages.
* Sending out tickets to clients.
* File handling and maintaining the data of clients.
* General Accounting
* Keeping clients up to date with any changes.
* Dealing with complaints and refunds.

**References: Available upon request.**