



SADIA FATIMA

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DUBAI , United Arab Emirates 1234

SUMMARY

Dedicated Visa Consultant with experience ,Diligently prepares documentation for applications. Excellent communication and customer service skills leading to high customer success. Skilled travel industry professional with administrative and relationship building skills. Expertly arranged single and group packages balancing financial, schedule and personal needs.

SKILLS

- Amadeus GDS
- Transport and hotel booking
- Travel coordination
- Holiday package upselling

BEAUTICIAN /

- Provide skin care, nail care, and hair removal treatment.
- Provided cosmetic services for customer s hairstyling, skin care, cosmetics, manicures and pedicures.
- Performed cosmetic services such as skin care, cosmetics, hairstyling.

PERSONAL DETAIL

- Passport No: FP8451222
- Date Of Birth: 25/02/1989
- Marital Status: Married
- Visa Status: Residence
- Current Address: Union Square Dubai

EXPERIENCE

02/2016 - 01/2018

Visa Consultant/ Account assistant

XINFEI TRAVEL AND TOURISM LLC | UNION SQUARE DEIRA , UAE

- Checked-in passengers for departure, accepted bags and shared important requirements.
- Managed and independently resolved customer issues and complaints regarding travel plans, government paperwork and booked packages.
- Organised financial statements outlining costs and fee schedule for customers.
- Filled out application forms utilising knowledge of visa rules and explaining extraordinary circumstances.
- Tracked payments and outstanding invoices on erp software, promptly following up on invoices by proactively calling clients.
- Gathered all banking transactions via statements, recorded activity in Excel format and reconciled balances.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Created trial balances to enable accurate financial assessment.
- Maintained petty cash for ad-hoc business expenses.

EDUCATION

2015

BAHAUDIN ZAKERIA UNIVERSITY | MULTAN PAK

MASTER IN COMMERCE (M.COM) : BUSINESS ADMINISTRATION

- Coursework in Accounting and finance

2012

PUNJAB UNIVERSITY | LAHORE PAK

BEACHELOR IN COMMERCE (B.COM) : ACCOUNTING,FINANCE,IT AND BUSINESS

- Coursework in Business administration / IT and Finance

2009

PBTE LAHORE | PAK

DIPLOMA IN BUSINESS ADMINISTRATION : ACCOUNTING AND FINANCE

- Coursework in accounting and finance