



MUHAMMAD ASAD

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Quetta
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07/06/1996

OBJECTIVE

To endure my knowledge and capabilities by working at your dynamic organization that prides itself in giving substantial responsibility to new talent.

SKILLS

- Computer software and hardware
Excellent Computer skills
- Microsoft Office
Basic to advance
- Typing
30 WRPM Speed
- Crypto and forex trading
- Photography and Adobe Photoshop

INTERESTS

- Gym and boxing
- traveling
- Gaming and streaming

EXPERIENCE

12/02/2019 -
06/28/2020

Hayat kimya Pakistan

Marketing

Product marketing is the process of bringing a product to the market and communicating its value both externally to the market and internally within the organization. This includes everything from market research to product positioning to creating effective marketing initiatives focused on increasing a product's adoption in the marketplace

07/01/2020 -
12/15/2020

Cafe Royal partnership Business

Hotel Management

A Restaurant Manager, or Restaurant General Manager, is responsible for overseeing the daily operations of a restaurant. Their duties include hiring and training restaurant staff following company policies, speaking with diners to address concerns or solve problems and creating work schedules for restaurant staff.

01/01/2021 -
11/30/2021

Telenor

CRM

Customer Relationship Manager

Overseeing the relationship with customers handled by your team. Resolving customer complaints quickly and efficiently. Keeping customers updated on the latest products in order to increase sales. Meeting with managers in the organization to plan strategically

12/01/2021 -
05/30/2022

Platinum business Group

Accountant

An Accountant helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. They are responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year
And maintain the CashBook

06/01/2022 - Till

Sanober Travels And Tours agency

Ticketing and reservation officer

A ticketing and reservation officer is responsible for managing ticketing and reservation operations in various industries, such as airlines, hotels, travel agencies, event management companies, and transportation services. Their primary role is to facilitate the booking and reservation process for customers and ensure a smooth and efficient experience. Here is a description of the responsibilities and skills typically associated with the role of a ticketing and reservation officer.

Booking and Reservation Management: The officer handles the entire booking and reservation process, including issuing tickets, making reservations, and confirming arrangements. They ensure accuracy in the booking details, such as passenger information, dates, destinations, and preferences.

Customer Service: Ticketing and reservation officers interact with customers, either in person, over the phone, or through email, to provide assistance and resolve queries related to bookings, schedules, fares, or any other travel-related information. They maintain a high level of professionalism and provide excellent customer service throughout the interaction.

Knowledge of Reservation Systems: Ticketing and reservation officers are familiar with reservation systems used in their industry, such as computerized airline reservation systems (Amadeus, Sabre), hotel management systems, or online booking platforms. They utilize these systems to check availability, make bookings, and retrieve information efficiently.

- Able to use sabre
- Able to use GAL
- Able to use Amadeus
- Knowledge of Airlines

EDUCATION

2012 **Quaid e azam public high school**
Matric

2015 **Islamia Boys College Quetta**
Intermediate in computer science

Buitems Quetta
Bachelor of fine arts
Not completed

REFERENCE

Waqar And Brother Communication - CEO
Telenor
03410837680