

## TAUQEER NASIR

Sales Representative

#### PROFESSIONAL EXPERIENCE

Senior Travel Agent

Hello travels , Abu Dhabi 01<sup>st</sup>Nov2021 – 30<sup>th</sup> Dec 2023

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained as sales representative, Modification and typing of tourist visit visa, ummrah visa, Saudi multiple visa, Hotel Booking, Car rental Booking,
- Trained on Galileo, Sabre Red completely grip on commands Issuance and reissuance of tickets
- Developed new filing and organizational practices, saving the company 40,000 AED per year in contracted labor expenses

#### **Operation Manager**

#### New Al Buraq travel & Tours MBD, Punjab, Pakistan 01<sup>st</sup>June 2017 – 31<sup>st</sup>Oct 2019

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained as sales representative, Modification and typing of tourist visit visa, ummrah visa, Saudi multiple visa, Hotel Booking, Car rental Booking,
- Trained on Galileo, Sabre Red completely grip on commands Issuance and reissuance of tickets
- Developed new filing and organizational practices, saving the company 20,00,000 Pkr per year in contracted labor expenses

#### CONTACT

- Sec. (971)542945095
- ☑ Tauqeern151@gmail.com
- Musaffah M26 near khyebr kashimr hotel ABUDHABI
- inkedin.com/in/ tauqeer-nasir-b28a72216

#### PROFILE

Administrative Assistant with 8+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.COM. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Sales manager.

#### EDUCATION

Bachelor Of Commerce

Allama iqbal open university, IL | Jan2019 Graduated in commerce

#### KEY SKILLS

Microsoft Office

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MailChimp

#### Languages

Arabic (Intermediate)

Urdu (Intermediate)

English (Intermediate)

#### KEY SKILLS

Email Marketing course

Art of selling course

**Email Etiquettes Course** 

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Destination Management
Art of Skill course
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Digital Marketing course

ADDITIONAL SKILLS

Sales Representative

U travels Int (IATA) MBD ,Punjab, Pakistan 01<sup>st</sup> 2015 – 30<sup>th</sup>May2017

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained as sales representative, Modification and typing of tourist visit visa, ummrah visa, Saudi multiple visa, Hotel Booking, Car rental Booking,
- Trained on Galileo, Sabre Red completely grip on commands Issuance and reissuance of tickets
- Developed new filing and organizational practices, saving the company 20,00,000 Pkr per year in contracted labor expenses

Sign, <u> Tauqeer Nasir</u>

# TAUQEER NASIR

IM TAUQEER NASIR basically belong to Pakistan, I have my mom father brother and sister in my home. They are all depended on me I'm the only one of them to do work and fulfill of their wishes

my city name mandi bahu din, I have done my school from Ghazali model high school after matriculation ill join college and doing inter ill just join travel agent field.

with all this ill do my graduation

Senior Travel Agent with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.Com. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

Hello Travels Abu Dhabi, IL Nov  $2021 - 30^{\text{Th}}$  jul 2023

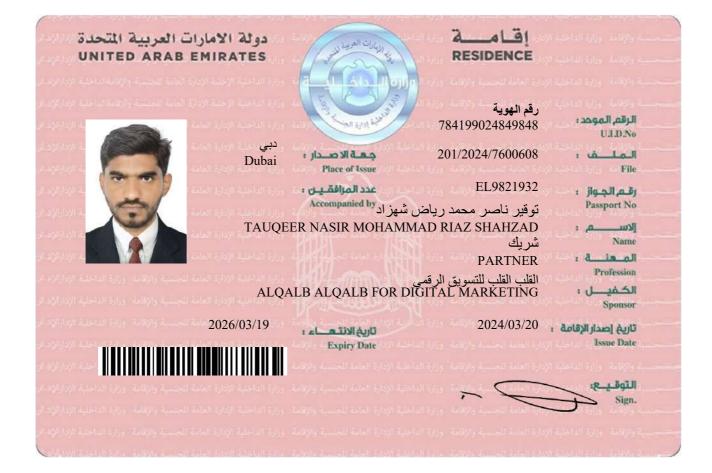
Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers Trained 2 As a sales representative, modification and typing of tourist visaHotel booking, Car rental booking, online web portal working

manage hotel plans all over world

Worked on Sabre red 360, Galileo full Grip on command , issuance authority , refund authority BEST REGARDS TAUQEER NASIR

and to afford the bearer such assistance to pass freely without let or hindrance and protection as may be necessary all those to whom it may concern slamic Republic of Pakistar Government of Pakistan Immigration and Passports. Ministry of Interior F7948735 equires and requests Director General to allow the bearer The President in the name of 4 4 4 ÷ 4 4 66

ISLAMIC REPUBLIC OF PAK EL9821932 PAKISTAN NASIR TAUQEER PASSPORT PAKISTANI 34401-1836193-5 05 AUG 1990 M MANDI BAHAUDDIN, PAK SHAHZAD, MOHAMMAD RIAZ 24 OCT 2019 PAKISTAN 220 2024 948735 14401426347







### **Tauqeer Nasir**

has successfully completed Email Marketing Course

30/12/2023





### **Tauqeer Nasir**

has successfully completed

**Email Etiquette Course** 

SIGNATURE

30/12/2023





### **Tauqeer Nasir**

has successfully completed

**Art of Selling Course** 

30/12/2023





### **Tauqeer Nasir**

has successfully completed

Master the Art of Travel Writing

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30/12/2023





### **Tauqeer Nasir**

has successfully completed Art of Soft Skills Course

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30/12/2023





### **Tauqeer Nasir**

has successfully completed

**Destination Management Business Course** 

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30/12/2023





### **Tauqeer Nasir**

has successfully completed **Digital Marketing Course** 

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