



TAUQEER NASIR

Sales Representative

PROFESSIONAL EXPERIENCE

Senior Travel Agent

Hello travels , Abu Dhabi

01stNov2021 – 30th 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


01stJune 2017 – 31stOct 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

 (971)542945095

 Tauqeern151@gmail.com

 Musaffah M26 near khyebr kashimr hotel
ABUDHABI

 linkedin.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



HubSpot



MailChimp



Languages

Arabic (Intermediate)



Urdu (Intermediate)



English (Intermediate)



Sales Representative

U travels Int (IATA) MBD ,Punjab, Pakistan

01st 2015 – 30th May 2017

- 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,

Tauqeer Nasir

KEY SKILLS

Email Marketing course



Art of selling course



Email Etiquettes Course



ADDITIONAL SKILLS

Destination Management



Art of Skill course



Digital Marketing course



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 – 30Th 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 visa Hotel 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



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دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES



إقامة
RESIDENCE



دبي
Dubai

جهة الاصدار
Place of Issue

رقم الهوية
784199024849848

الرقم الموحد:
U.I.D.No

201/2024/7600608

الملف
File

EL9821932

رقم الجواز
Passport No

Accompanied by

توقير ناصر محمد رياض شهزاد

TAUQEER NASIR MOHAMMAD RIAZ SHAHZAD

الاسم
Name

شريك

PARTNER

المهنة
Profession

القلب القلب للتسويق الرقمي

ALQALB ALQALB FOR DIGITAL MARKETING

الكفيل
Sponsor

2026/03/19

تاريخ الانتهاء
Expiry Date

2024/03/20

تاريخ إصدار الإقامة
Issue Date



التوقيع
Sign.



Certificate

This is to certify that

Tauqeer Nasir

has successfully completed

Email Marketing Course

30/12/2023

DATE

SIGNATURE



Certificate

This is to certify that

Tauqeer Nasir

has successfully completed

Email Etiquette Course

30/12/2023

DATE

SIGNATURE



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Art of Selling Course

30/12/2023

DATE

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This is to certify that

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Master the Art of Travel Writing

30/12/2023

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Art of Soft Skills Course

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Destination Management Business Course

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