



# iqra liaquat

Seeking a challenging position in a reputed organization where I can learn new skills, expend my knowledge and enhance my learning. I am qualified to make scheduling appointments, operating the telephone switchboard, maintaining records, and performing basic administrative duties.

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📍 Dubai, United Arab Emirates Visa Status: Residence Visa

## WORK EXPERIENCE

### Accountant and Visa Consultant Desert Dunes Tourism LLC

03/2022 - Present

Dubai, UAE

Maintain Daily vendors Accounts sheet Book Flights Tickets transportation hotel reservation, using GDS system Web IDS, Web Portal Galileo, Computer terminal or telephone Visa typing, Visa posting, using GDRF, ninth waive software and personal card portal and create insurance

### Ticketing and Reservation Manager Five Star Travel

02/2020 - 11/2021

Gujranwala, Pakistan

Arranging domestic tours all over Pakistan Book Flights tickets, transportation hotel reservation, using GDS system, Galileo, Web IDS, Web Portal Computer terminal or telephone Collect payment for Air Ticket Reservations, transportation accommodations from customer Plan, describe, arrange, and sell itinerary tour packages promotional travel incentives offered by various travel carriers

### Administrator/Coordinator TDCP-ITHM Institute /College of Tourism and Hotel Management

08/2018 - 01/2020

Gujranwala, Pakistan

filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of their supervisors Manage front office Helping students and parents and solve their problems. Monitored and maintained cash office by verifying each register and preparing deposits Assisted in screening new hires, conducted background checks, completed new hire paperwork Conducted new hire orientation, maintained personnel files and payroll Maintain& schedule meeting on time

### Administrator/Coordinator Punjab Skills Vocational, PSVC

01/2014 - 08/2014

Gujranwala, Pakistan

Responsible for greeting customers Maintain the funds and check the funds are distributed properly to the students Provides financial information to management by researching and analyzing accounting data preparing Reports filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of their supervisors Screening all new students Background and complete Document.

## CERTIFICATES

Certificate in Retail Operations Management (COTHM)

Certificate in Office Management TDCP

Certificate in Air Ticketing Management (PSVC)

## SKILLS

Leadership Supervisory skills

Ability to Work Under Pressure

Time management skills

E-mailing

MS Word, Excel, MS Power Point

Browsing internet Use of fax, photocopy, scanning and typing

Galileo, ticketing web ids

## EDUCATION

### BS HONS(Economic) University of the Punjab LHR

10/2011 - 01/2019

Pakistan

## LANGUAGES

English  
Full Professional Proficiency

Urdu  
Native or Bilingual Proficiency

Hindi  
Full Professional Proficiency

Punjabi  
Full Professional Proficiency

## INTERESTS

Book Reading

internet Searching

traveling