



Adnan Sajjad

ID: 4210119304477 **Nationality:** Pakistani **Date of birth:** 20/07/1979

Place of birth: Karachi , Pakistan **Gender:** Male

Phone number: (+92) 2136940190

Email address: adnansajjadnew786@gmail.com

Email address: adnansajjad786new@hotmail.com

Email address: adnansajjad786new@yahoo.com

Email address: 02136940190adnan@gmail.com

Email address: adnansajjad786new2025@gmail.com

Email address: adnansajjadnew786@outlook.com

Skype: join.skype.com/IVr202tWLh3t

Microsoft teams : teams.live.com/join/invite/FEAwzpFsG45z8Gylwl?v=g1

LinkedIn: www.linkedin.com/in/adnan-sajjad-b48567262/

Facebook: <https://www.facebook.com/profile.php?id=61559722930168>

X: <https://x.com/AdnanSajjadnew>

Instagram: <https://www.instagram.com/adnansajjad786/>

YouTube: <https://www.youtube.com/@adnansajjad786>

Pinterest: www.pinterest.com/adnansajjadnew786/

Tiktok: www.tiktok.com/@adnan.sajjad.addy

Linktree : <https://linktr.ee/adnansajjad786>

Campsite Bio : <https://campsite.bio/adnansajjad>

Facebook: <https://www.facebook.com/profile.php?id=61560223373803>

Website: <https://sites.google.com/view/adnan-sajjad>

Website: <https://www.behance.net/gallery/196290583/Adnan-Sajjad-Portfolio/modules/1111436947>

Website: <https://linktr.ee/adnansajjad786>

Website: <https://campsite.bio/adnansajjad>

Website: <https://sites.google.com/view/adnan-sajjad/contact-adnan-sajjad>

Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad>

Home: HOUSE NO: R 852 STREET NO 2 SECTOR 15 A 2, BUFFERZONE NORTH
NAZIMABAD TOWNSHIP SINDH CENTRAL DISTRICT KARACHI (SOUTH ASIA) , 75850
Karachi (Pakistan)



ABOUT ME

About Adnan Sajjad

I'm Adnan Sajjad, a multi-skilled professional with experience across financial analysis, travel and tourism, digital marketing, real estate, HR consulting, and e-commerce. I combine analytical insights, global travel expertise, and digital innovation to help organizations turn complexity into growth.

With proficiency in ERP, IFRS, BSP, airline systems (Galileo, Amadeus, Abacus, Worldspan), and Microsoft Office, I deliver practical solutions that improve performance and reduce costs. Whether optimizing travel itineraries, analyzing financial data, or writing CVs, my work is grounded in integrity and excellence.

Motto:

"Rooted in wisdom, driven by purpose — I turn journeys into impact." ©2025

Numerology Insight: "I lead with purpose, heal with love, and build with faith."

"For detailed information and scanned copies of relevant documents for each section, please visit the corresponding page and direct links for easy navigation"

Explore My Work & Portfolio

- **Main Website:**
 - <https://sites.google.com/view/adnan-sajjad>
- **Professional Services:**
 - <https://sites.google.com/view/adnan-sajjad/adnan-sajjad-professional-services>
- **CV & Identity Documents:**
 - <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-cv-2025>
 - <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-identity-card>
- **Education & Qualifications:**
 - <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education>
- **Work Experience:**
 - <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience>
- **Portfolio & Testimonials:**
 - <https://sites.google.com/view/adnan-sajjad/adnan-sajjad-portfolio>
- **Contact & Booking:**
 - <https://sites.google.com/view/adnan-sajjad/contact-adnan-sajjad>

Link Aggregators:

- <https://linktr.ee/adnansajjad786>
- <https://campsite.bio/adnansajjad>

Contact Email Addresses:

- Primary Email: adnansajjadnew786@gmail.com
- Secondary Email 1: adnansajjad786new2025@gmail.com
- Secondary Email 2: 02136940190adnan@gmail.com
- Additional Emails:
 - adnansajjad786new@yahoo.com
 - adnansajjad786new@hotmail.com
 - adnansajjadnew786@outlook.com

CAREER OBJECTIVE

Career objective

To obtain a dynamic position where I can leverage my extensive experience in **travel & tourism, financial analysis, real estate, and digital marketing**. With a strong background in **accounting, customer service, and business administration**, I aim to contribute to organizational growth by providing strategic insights, optimizing processes, and delivering exceptional client experiences. I am eager to apply my skills in **sales, digital campaigns, and financial management** to drive operational success, enhance brand visibility, and foster long-term customer relationships. Proficient in adapting to new software and evolving business environments, I am committed to delivering impactful results across diverse sectors.



WORK EXPERIENCE

Swift Travels Pvt Ltd – Karachi , Pakistan

City: Karachi | Country: Pakistan | Website: <https://m.facebook.com/SwiftTravel> | Email address: swifttravel@hotmail.com | Name of unit or department: Travel agency - Business or sector: Information and communication

Links <https://www.linkedin.com/company/swift-travels?originalSubdomain=pk> | <https://youtube.com/watch?v=CUjCGz0C8I8> | https://youtu.be/_7uSqCKmtq8?feature=shared | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/financial-analyst-work-experience>

Accountant

[01/01/2001 – 30/11/2007]

Accounting & Finance Tasks:

- **Bookkeeping & Invoicing:** Managed CV-RV, generated invoices, and handled refund receipts (RF).
- **Expense Management:** Processed purchase orders, created payment vouchers (PV), and prepared expense vouchers (JV).
- **Cash & Bank Management:** Managed petty cash, employee time cards, and performed bank reconciliation (bank, cash, and credit ledgers).
- **Tax & Reports:** Maintained GST, WHT/VAT records, prepared profit & loss statements, and filed annual reports, corporate tax returns, and VAT/GST returns.
- **Financial Analysis:** Supported month-end, quarter-end, and year-end financial closure with the accounting team.

Travel & Tourism Tasks:

- **Visa & Travel Documentation:** Managed visa applications, including Visa Letter preparation, VFS Global services, and consulate/embassy correspondence.
- **Tour Arrangements:** Organized bookings for hotels, apartments, cars, and tours for individual, family, and corporate clients.
- **Airline Reservation Systems:** Proficient in Galileo, Amadeus, and Abacus for fare calculation, ticketing, and client communication.
- **Client Relations:** Assisted clients with travel planning, document collection, and insurance coordination.

Additional Responsibilities:

- **Audit & Compliance:** Assisted with audit preparation, compiled audit reports, and communicated with auditors, clients, and lawyers.
- **Team Support:** Mentored junior staff in accounting tasks and helped streamline internal processes for greater accuracy and efficiency.
- **Government & Bank Documentation:** Managed renewals of bank guarantees, company certificates, government licenses, and articles of incorporation.

Software & Technical Skills:

- Proficient in MS Office (Excel, Word), Adobe Photoshop, TeamViewer, and website management.
- Experienced with accounting software: FoxPro, Oracle, and 1C Enterprise.
- Familiar with airline reservation systems (Galileo, Amadeus, Abacus) for bookings and ticketing.

Swift Travels Pvt Ltd (GL#1896)

,(105,Ahmed Arcade BC-3 clifton v karachi Pakistan)(Tel#+922135837766,& +92213573770)

<https://www.linkedin.com/company/swift-travels>

<https://m.facebook.com/SwiftTravel/>

Adnan As Accountant services:-

<https://youtube.com/watch?v=CUjCGz0C8I8>

Adnan as Travel & Tourism services:-

https://youtu.be/_7uSqCKmtq8?feature=shared

All Documents (e.g job certificate etc) available on my website page

<https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/financial-analyst-work-experience>



 **Concepts Travel Pvt Ltd (C.R# 0064637) (GL# 3068) – Karachi , Pakistan**

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnansajjad> | Email address: adnansajjadnew786@gmail.com | Name of unit or department: Travel agency - Business or sector: Information and communication

Links www.linkedin.com/in/adnan-sajjad-b48567262/ | https://www.youtube.com/watch?feature=shared&v=_7uSqCKmtq8 | <https://www.youtube.com/watch?v=CUjCGz0C8I8>

Managing Director

[01/01/2008 – 31/05/2012]

Travel & Tourism Services (Freelancer Activities - Commission-Based)

- **Sales & Marketing:** Managed sales and marketing initiatives to promote services and increase customer acquisition.
- **Client & Partner Relations:** Established and maintained strong relationships with clients, airlines, and travel agents.
- **Team Supervision:** Oversaw employee performance, ensuring an efficient workflow and excellent customer service.
- **Office Management:** Supervised office setup and day-to-day operations for smooth business function.
- **Equipment & Software Management:** Managed installation, networking, and maintenance of all office equipment and software.
- **Booking & Ticketing Software:** Operated Amadeus and Galileo online booking and ticketing software to streamline travel services.
- **Document & Compliance Management:** Ensured that all company documents, licenses, bank guarantees, and legal certificates were up-to-date.
- **Overall Operations:** Oversaw all aspects of the travel agency's operations, ensuring service quality and timely execution.

Freelancer Activities (Commission-Based):

- **Travel Tourism & Financial Systems Services:** Provided advisory and operational support to travel and tourism-related services.
- **ERP & Financial Systems Services:** Supported ERP implementation and financial systems accounting for various clients.
- **Additional Services:**
 - Vehicle services
 - Real Estate services
 - Pharmaceutical sales services
 - Educational services
 - Marketing services

Operational Locations:

- Plot 2-C, Badar Commercial Street, Phase-V, DHA Clifton, Karachi
- 9B 32F, 1F Commercial Area, M.A.C.H.S, Karachi

Company Information:

- **Temporary Closure:** On 04 May 2012, published an advertisement in the Daily Eemaan Newspaper (Add#SS040512) announcing temporary closure Travel Agency DTS **GL3068** Company (C.R.#0064637). still active Online.
- **Active Online:** The company remains active online under **GL3068** (C.R.#0064637).

Websites:

- [Adnan Sajjad Website](#)
- [Concepts Travels & Tours Website](#)

Related Videos:

- [Adnan as Travel & Tourism Services](#)
- [Adnan as Accountant Services](#)



Online Concepts Travels Pvt. Ltd. (C.R. No. 0064637) – Karachi , Pakistan

City: Karachi | Country: Pakistan | Website: <https://adnan-sajjad.webnode.page/> | Email address: adnansajjadnew786@gmail.com | Name of unit or department: Services

Link <https://linktr.ee/adnansajjad786>

Freelance Professional Services Hub – Commission-Based

[01/05/2012 – 30/06/2014]

Provided multi-sector freelance services including travel tourism solutions, ERP & IFRS-based financial accounting, digital marketing, real estate support, vehicle coordination, pharmaceutical sales, and academic consulting.

- Full Portfolio & Services: <https://linktr.ee/adnansajjad786> , <https://campsite.bio/adnansajjad> , | <https://sites.google.com/view/adnan-sajjad/home>

Swan printing factory sdn. – Selangor , Malaysia

City: Selangor | Country: Malaysia | Website: <https://www.swanprinting.com.my/> | Name of unit or department: Warehouse factory - Business or sector: Manufacturing

Links <https://youtube.com/watch?v=z5cvEOxf2CU> | <https://youtube.com/watch?v=PtAn2XtLPAI> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/warehouse-and-security-work-experience>

Warehouse worker

[01/07/2014 – 31/01/2015]

Warehouse Worker - Job Tasks (12-Hour Shifts - Day/Night)

- **Inventory Management:** Efficiently managed inventory, ensuring accurate stock levels and timely order fulfillment in a high-volume warehouse environment.
- **Forklift & Equipment Operation:** Operated forklifts and other warehouse equipment to transport goods, maintain organization, and ensure adherence to safety protocols.
- **Receiving & Sorting Shipments:** Assisted in receiving, inspecting, and sorting incoming shipments, ensuring proper logging and storage of items.
- **Team Collaboration:** Worked closely with team members to meet daily production goals, contributing to overall increases in warehouse productivity.
- **Order Fulfillment:** Handled order picking, packing, and shipping, ensuring timely deliveries and maintaining high-quality standards in all processes.

Security Officer - Job Tasks (12-Hour Shifts - Day/Night)

- **Surveillance & Monitoring:** Utilized advanced surveillance equipment to monitor premises, identifying security breaches or suspicious activities.
- **Access Control:** Implemented access control procedures to ensure only authorized personnel entered secure areas, maintaining safety.
- **Emergency Response:** Responded to alarms and emergencies promptly, assessing situations, and taking action to mitigate risks and maintain safety.
- **Patrol & Inspection:** Conducted regular patrols to detect and deter unauthorized access or potential threats.
- **Incident Reporting:** Documented incidents and suspicious activities, ensuring accurate reporting and corrective actions where necessary.
- **Security Procedures Enforcement:** Enforced security protocols to safeguard property, personnel, and confidential information.
- **Risk Assessment:** Conducted risk assessments and security audits to identify vulnerabilities and recommend improvements.
- **Collaboration with Authorities:** Coordinated with law enforcement and emergency services to ensure a cohesive security response during incidents.
- **Training & Awareness:** Provided security awareness training to staff and conducted drills to ensure preparedness for emergencies.
- **Customer Service:** Delivered professional customer service to clients, visitors, and employees while maintaining a secure environment.

Swan Printing Factory Sdn. Bhd.



Company Registration: CO-0-2/4710-X

Location: Lot#5249, Jalan BS 7/1, Bukit Serdang, Selangor, Malaysia

Website: [Swan Printing Factory](#)

Adnan as Security Officer:

- [Watch video here](#)
- [Watch video here](#)

 **Online Concepts Travels Pvt. Ltd. (C.R. No. 0064637) – Karachi , Pakistan**


City: Karachi | **Country:** Pakistan | **Website:** <https://sites.google.com/view/adnansajjad> | **Email address:** adnansajjadnew786@gmail.com | **Name of unit or department:** Freelance Professional Services Hub - **Business or sector:** Information and communication

Link www.linkedin.com/in/adnan-sajjad-b48567262/

Freelance Professional Services Hub – Commission-Based

[01/02/2015 – 30/06/2018]

Provided multi-sector freelance services including travel tourism solutions, ERP & IFRS-based financial accounting, digital marketing, real estate support, vehicle coordination, pharmaceutical sales, and academic consulting.

1.  Full Portfolio & Services: <https://linktr.ee/adnansajjad786> ,<https://campsite.bio/adnansajjad> , | <https://sites.google.com/view/adnan-sajjad>

 **Golden Travel Services – Karachi , Pakistan**

City: Karachi | **Country:** Pakistan | **Website:** https://goldentravelservices.business.site/?utm_source=gmb&utm_medium=referral | **Email address:** gts@hotmail.com | **Name of unit or department:** Travel agency - **Business or sector:** Information and communication

Link <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/financial-analyst-work-experience>

Financial analyst

[01/07/2018 – 31/10/2019]

Accounts & Travel Tourism Related Tasks

Primary Documentations:

- **Bookkeeping:** Managed day-to-day financial entries (CV-RV).
- **Invoice Generation:** Created and processed invoices for services rendered.
- **Refund Receipt Issuance:** Handled refund receipts (RF).
- **Credit Invoice Entries:** Entered and monitored credit invoices.
- **Expense Voucher Preparation:** Prepared journal vouchers (JV) for expense tracking.
- **Payment/Purchase Order Receipt Creation:** Managed purchase order and payment receipt documentation (PV).
- **Petty Cash Management:** Ensured proper handling and tracking of petty cash expenses.
- **Employee Time Cards:** Managed employee timecards and attendance tracking.
- **Document Preparation:** Prepared deposit slips, checks, letters, and drafts as needed.

Statements and Ledgers:

- **Sales & Refund Ledgers:** Maintained and reconciled sales and refund records.
- **Accounts Payable/Receivable (AP/AR):** Managed accounts payable and receivable ledgers.
- **Bank/Cash Ledger Reconciliation:** Ensured accurate reconciliation of bank and cash ledgers.
- **Credit Ledgers:** Monitored and reconciled credit-related transactions.
- **Expense Ledgers:** Maintained expense records to ensure accurate financial tracking.
- **Employee Wages & Tax Ledgers:** Managed employee wages and taxes, including withholding tax (WHT) records.
- **Sales Tax (GST) & VAT Records:** Maintained records of sales tax and VAT filings.
- **Assets Depreciation Ledger:** Managed depreciation and asset value tracking.
- **Profit & Loss Ledger:** Prepared profit and loss reports.
- **Budget Statements:** Supported budget planning and reporting.



Additional Responsibilities:

- **Data Entry:** Performed manual and software-based data entry tasks.
- **Financial Closures:** Collaborated with the accounting team to close monthly, quarterly, and year-end financials.
- **Tax Filing:** Managed tax filing and maintained records for tax authorities.
- **Profit & Loss Preparation:** Assisted in the preparation of Profit and Loss Statements.
- **Balance Sheet Reconciliation:** Conducted balance sheet reconciliations and provided associated analysis.
- **Annual Reports Filing:** Filed annual reports and managed corporate tax returns (income tax, VAT, and GST).
- **Mentorship:** Provided mentorship and support for junior team members on daily accounting matters.
- **Process Improvement:** Contributed to continuous process improvement and enhanced operational efficiency.
- **Client Communication:** Engaged in communication with clients, auditors, and legal advisors.
- **Audit Report Compilation:** Assisted in the preparation of audit reports.
- **License Renewals:** Managed the renewal process for bank guarantees, company certificates, and government licenses.

Software & Technical Skills:

- **Software Proficiency:** Experienced in MS Windows, Office Suite (Excel, Word), Adobe Photoshop, and TeamViewer.
- **Accounting Software:** Familiar with FoxPro, Oracle, and 1C Enterprise for financial data management.
 - [Oracle-Based Systems](#)
 - [FoxPro-Based Systems](#)
- **Airline Reservation Systems:** Proficient in Galileo, Amadeus, and Abacus, including ticketing, fare calculation, and client communication.
- **Visa Application Management:** Managed all aspects of visa applications, including Visa Letter preparation, travel insurance, document collection, and consulate/embassy communication.
- **Tour & Travel Arrangements:** Coordinated bookings for hotels, car rentals, and tours, catering to individual, family, and corporate clients through various software platforms.

Online Concepts Travels Pvt. Ltd. (C.R. No. 0064637) – Karachi , Pakistan

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnansajjad> | Email address: adnansajjadnew786@gmail.com | Name of unit or department: Professional Services Hub - Business or sector: Information and communication

Links <https://linktr.ee/adnansajjad786> | <https://campsite.bio/adnansajjad> | <https://www.youtube.com/watch?v=WfYGV7auC1w> | https://www.youtube.com/watch?v=TfBXOAW_Bt0 | <https://youtu.be/7uSqCKmtq8?feature=shared> | https://www.youtube.com/watch?v=VMp_CRKaL30 | <https://www.youtube.com/watch?v=h3dHZkctZ38> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-cv-2025> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-identity-card> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-company-concepts-travel-pvt-ltd> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-travel-history> | <https://sites.google.com/view/adnan-sajjad/adnan-sajjad-professional-services> | <https://sites.google.com/view/adnan-sajjad/adnan-sajjad-portfolio> | <https://sites.google.com/view/adnan-sajjad/contact-adnan-sajjad>

Freelance Professional Services Hub – Commission-Based

[01/11/2019 – Current]

Services Overview

I offer a diverse range of services across various professional sectors. My experience spans **Travel Tourism, Accounting, Financial Systems, Real Estate, Vehicle Services, Pharmaceutical Sales, Education, and Digital Marketing.**



Travel Tourism & Financial Systems Services

- **GDS & Booking Systems:** Proficient in **Galileo, Amadeus, Abacus, Sabre**, and **Worldspan BSP GDS** for managing bookings, fare calculations, and ticketing.
- **Visa Assistance:** Coordinated visa applications, including Visa Letters, VFS Global services, and Gerry's visa services, while handling documents and consulate correspondence.
- **Travel Tourism Arrangements:** Managed comprehensive bookings (hotels, flights, cars, tours) for individual, family, and corporate clients via multiple platforms.
- **ERP Integration:** Integrated ERP systems for travel bookings, financial processing, and client data management.
- **Financial Processing:** Handled automated financial transactions, expense tracking, invoice management, and payment reconciliation.

ERP & Financial Systems Accounting Specialist with IFRS Knowledge

- **ERP Systems:** Experienced with **Oracle, FoxPro, Tally**, and **Microsoft Dynamics 365** for accounting processes like AP/AR, ledger reconciliation, and tax records.
- **IFRS Compliance:** Managed bookkeeping, expense vouchers, purchase orders, and financial statements (P&L, balance sheets) in line with **IFRS** standards.
- **Audit Support:** Collaborated with external auditors and internal teams to ensure full compliance with international financial reporting standards (IFRS).
- **Monthly/Year-End Closures:** Supported the closure of financials, ensuring transparency and compliance with IFRS.
- **Mentorship:** Provided guidance on IFRS compliance, financial data entry, and tax filing to junior team members.

Vehicle Services

- Facilitated the **sale, purchase**, and **transfer** of cars and bikes.
- Managed **driving license issuance** and **renewals** efficiently for clients.

Real Estate Services

- Managed **buying, selling**, and **renting** of both commercial and residential properties.
- Delivered high-quality customer service and handled all **documentation** for property transactions.

Pharmaceutical Sales Services

- Facilitated the **sale** and **purchase** of pharmaceuticals, managing bulk purchases from pharmaceutical companies and distribution to local markets.

Educational Services

- **English Teaching:** Provided educational services as an English teacher for kindergarten and primary school levels.

Marketing Services

- **YouTube Video Production:** Created and edited engaging videos for various promotional and informative purposes.
- **Online Marketing Strategy:** Developed strategies for improving sales and driving revenue through digital channels.
- **Website Management:** Handled the management and development of professional websites and online platforms.
- **Professional Presentations:** Created visually appealing PDF digital presentations for marketing and client engagement.

Additional Resources

- **Travel & Tourism Services:** [Video Overview](#)
- **Accounting Services:** [Old Video](#) | [New Video](#)
- **Portfolio & Testimonials:** [Photo Gallery](#) | [Clients](#) | [Testimonials](#)

For further details on my work experience, education, and other services, please refer to the full overview here.

Contact & Communication

- **Contact:** [Blog](#) | [Booking](#)
- **Office Hours:** [Opening Hours](#)

Kindly for Details Information and Document Please visit my [Website](#) explore all pages <https://sites.google.com/view/adnan-sajjad>



EDUCATION AND TRAINING

Vocational Professional Education Certificate & Training

Concepts Travel Pvt Ltd [01/11/2019 – 01/01/2025]

City: karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-certi-edu-nqf-5-eqf-5> | Level in EQF: EQF level 5 | NQF Level: LEVEL 5

Link: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-certi-edu-nqf-5-eqf-5>

(1)

Practical Training in Travel Tourism operation ERP IFRS certificate

- Training in .ERP IFRS Travel Tourism operation
- **NQF & EQF Level 5**

(2)

Practical Training in Billing Settlement Plan (BSP)

- BSP Billing Settlement Plan GDS Training Certificate
- **NQF & EQF Level 5**

(3)

Practical Training in Global Distribution Systems (GDS)

- Training in Amadeus, Galileo, Sabre, Abacus, Worldspan, BSP.
- **NQF & EQF Level 5**

(4)

Practical Training in ERP & IFRS-Based Financial Systems

- Training in Microsoft Dynamics 365, Tally, Oracle, FoxPro.
- **NQF & EQF Level 5**

Vocational Professional Skills certificate & Training

Concepts Travels Pvt Ltd [01/03/2008 – 01/01/2025]

City: karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-skill-cer-nqf-5-eqf-5> | Level in EQF: EQF level 5 | NQF Level: level 5

Link: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-skill-cer-nqf-5-eqf-5>

English Proficiency Certificate

Issued by Concepts Travel Pvt. Ltd. – professional fluency in written and spoken English.

NQF & EQF Level 5

Digital Skill Certificate

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Digital Communication & Collaboration Tools
- Data Entry & Documentation Management
- Basic IT Operations & Troubleshooting
- Professional Use of Internet & Email Systems

NQF & EQF Level 5

Higher Education-Level Qualifications HEQ Bachelor of Commerce (B.Com) Registration No:

7453/2001 Seat No: 5031 Year of Completion: 2003 Aggregate Marks: 1500 out of 789 Percentage:

52.6% Division: Second Division

University of Karachi [01/01/2001 – 30/12/2003]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-heq-edu-nqf-6-eqf-5> | Field(s) of study: Business Administration | Final grade:



Second division | Level in EQF: EQF level 5 | NQF Level: NQF level 6 | Type of credits: Marks | Number of credits: 789 out of 1500 (52.6%)

Links: https://www.youtube.com/watch?v=TfBXOAW_Bt0 | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-heq-edu-nqf-6-eqf-5>

- **Bachelor of Commerce (B.Com)**
- *Faculty of Business Administration & Commerce*
- **University of Karachi**
 - **Group:** Commerce
 - **Duration:** 2 Years (Part I & II)
 - **Institution:** University of Karachi
 - **Study Period:** 2001 – 2003
 - **Examination Year:** 2003
 - **Result:** Second Division – 789/1500 (52.6%)
 - **Roll No:** 7453/2001 | **Seat No:** 5031
 - **Mark Sheet Issued Date:** 22 March 2004
 - **Degree Certificate Issued Date:** 22 March 2005
 - **Education Type:** Higher Education – Full Bachelor's Degree (2 Year) Associate Degree / Short-cycle.
 - **Recognized Qualification Level:**
 - **NQF Level:** 6 (Pakistan)
 - **EQF Level:** 5 (Europe)

Higher Education-Level Qualifications HEQ Bachelor of Science (BSc Hons) in Applied Chemistry, 2000 Then changed to Bachelor of Commerce (BCom)

University of Karachi [01/01/1999 – 31/12/2000]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-heq-edu-nqf-6-eqf-5> | Field(s) of study: Education: • Education science | Level in EQF: EQF level 5 | NQF Level: NQF Level 6

Link: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-heq-edu-nqf-6-eqf-5>

- **Bachelor of Science (B.Sc. Hons) in Applied Chemistry – Incomplete**
- *Department of Chemistry*
- **University of Karachi**
 - **Faculty:** Science
 - **Program Type:** Hons (4-Year Program)– Discontinued after Part I
 - **Admission Year:** 1999
 - **University Admission Serial Number:** 2999
 - **Study Duration:** 1999 – 2000 (Part I Completed)
 - **Status:** Discontinued after 1st Year; Switched to Commerce
 - **Education Type:** Higher Education – Partial Bachelor's Degree
 - **Recognized Qualification Level:**
 - **NQF Level:** 6 (Pakistan)
 - **EQF Level:** 5 (Europe)

Vocational Education Diploma & Training (VET) Basic & Advanced Air Ticketing & Tariff Course

Grace institute of technology [01/01/2000 – 31/12/2000]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-dip-edu-nqf-5-eqf-5> | Field(s) of study: Information and Communication Technologies | Final grade: Aggregate Scores: 75% (Basic) & 89% (Advanced) | Level in EQF: EQF level 5 | NQF



Level: LEVEL 5 | Type of credits: Aggregate Scores: 75% (Basic) & 89% (Advanced) | Number of credits: Aggregate Scores: 75% (Basic) & 89% (Advanced)

Links: <https://youtube.com/shorts/jAPyVsNxnJA?feature=shared> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-dip-edu-nqf-5-eqf-5>

Basic & Advanced Air Ticketing & Tariff Course Grace Institute of Technology (GIT) Address: 241/3/C, Block 2, PECHS, Karachi, Pakistan 75400 Roll No: GIT# A33682000 & GIT# AD9502000 Year of Completion: 2000 Aggregate Scores: 75% (Basic) & 89% (Advanced)

Airlines travel air ticket fare calculation

Basic Air Ticketing and Tariff certificate.

Basic advance fare ticketing Certificate

Grace Institute of Technology – 75% (Basic), 89% (Advanced).

NQF & EQF Level 5

High School Certificate HSC - Part 1 & 2 (Combined) (Commerce) Board of Intermediate Education Karachi, 2001 Aggregate Score: (550 + 550)/1100 Grade: D (44.54%) Roll No: 62067 Book No: 116 (Year: 1999) Serial No: 011519

Board of Intermediate Education Karachi [01/08/1999 – 01/08/2001]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-hsc-1-2-edu-nqf-4-eqf-4> | Field(s) of study: Education | Final grade: D | Level in EQF: EQF level 4 | NQF Level: LEVEL 4 | Type of credits: Marks | Number of credits: 490 out of 1100

Links: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-hsc-1-2-edu-nqf-4-eqf-4> | <https://youtube.com/shorts/jAPyVsNxnJA?feature=shared>

Group: Commerce

Grade: 11 & 12 (Combined)

Register Type: Private Candidate

Institution: Board of Intermediate Education Karachi (BIEK), Pakistan

Education Type: HSC - Part 1 & 2 (Combined) - NQF Level 4 (Pakistan)

Study Year: 01-Aug-1999 to 01-Aug-2001

Exam Year: 2001

Marks Obtained: 490 out of 1100

Percentage: 44.54%

Grade/Division: D

Roll Number (Mark Sheet): 62067

Mark Sheet Serial Number: 011519

Mark Sheet Book Number: 116

Mark Sheet Issued Date: 13-Jul-2002

Recognized Qualification Level:

- NQF Level 4 (Pakistan)
- EQF Level 4 (Europe)



High School Certificate HSC Part 1, Science Group [1997-1999] Government St. Patrick's College, Board of Intermediate Education Karachi Part 1 Cleared in 1997 Part 2 Not Cleared in 1998 and 1999
St- Patrick's college [01/08/1996 – 01/08/1997]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-hsc-1-2-edu-nqf-4-eqf-4> | Field(s) of study: Education: • Education science | Final grade: C | NQF Level: LEVEL 4 | Type of credits: MARKS | Number of credits: 284 out of 550

Links: <https://youtube.com/shorts/jAPyVsNxnJA?feature=shared> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-hsc-1-2-edu-nqf-4-eqf-4>

Group: Science

Grade: 11

Register Type: Full-time Regular Student

Institution: Government St. Patrick's College, Karachi, Pakistan

Education Type: HSC - Part 1 (Grade 11) - NQF Level 4 (Pakistan)

Study Year: 01-Aug-1996 to 01-Aug-1997

Exam Year: 1997

Marks Obtained: 284 out of 550

Percentage: 51.63%

Grade/Division: C

Roll Number (Mark Sheet): 59586

Mark Sheet Serial Number: 014416

Mark Sheet Book Number: 145

Mark Sheet Issued Date: 20-Sep-1997

Recognized Qualification Level:

- NQF Level 4 (Pakistan)
- EQF Level 4 (Europe)

Then i Switched to Private Commerce

Secondary School Certificate SSC Part 2 (10th Class), Science Group 1996 Roll No: 152966 Serial No: 001859,K001914 Aggregate Score: 850/612 Grade: A Percentage: 72%

City Model Secondary School Address D-6 block N North Nazimabad karachi [01/03/1995 – 31/03/1996]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/secondary-ssc-2-edu-nqf-3-eqf-3> | Field(s) of study: Education: • Education science | Final grade: A | Level in EQF: EQF level 3 | NQF Level: LEVEL 4 | Type of credits: Marks | Number of credits: 612 out of 850

Links: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/secondary-ssc-2-edu-nqf-3-eqf-3> | <https://youtube.com/shorts/jAPyVsNxnJA?feature=shared>

Group: Science

Grade: 10

Register Type: Full-time Regular Student

Institution: City Model Secondary School, Karachi, Pakistan

Education Type: SSC - Part 2 (Grade 10) – NQF Level 3 (Pakistan)

Study Year: 01-Mar-1995 to 01-Mar-1996

Exam Year: 1996

Marks Obtained: 612 out of 850

Percentage: 72%

Grade/Division: A

Roll Number (Mark Sheet): 152966

Mark Sheet Serial Number: 001859

Mark Sheet Issued Date: 05-Aug-1996

Matriculation Certificate Number: K-001914

Matriculation Certificate Issued Date: 20-May-1998



Recognized Qualification Level:

- NQF Level 3 (Pakistan)
- EQF Level 3 (Europe)

Secondary School Certificate SSC Part 1 (9th Class), Science Group [1995] City Model Secondary School, D-6 Block N, North Nazimabad, Karachi Year of Completion: 1995 Roll No: 003584 Serial No: 003458 Aggregate Score: 425/322 Percentage: 75.76% Grade: A

City model secondary school [01/03/1994 – 01/03/1995]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/secondary-ssc-1-edu-nqf-2-eqf-2> | Field(s) of study: Education | Final grade: A | Level in EQF: EQF level 2 | NQF Level: LEVEL 1 | Type of credits: marks | Number of credits: 322 out of 425

Links: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/secondary-ssc-1-edu-nqf-2-eqf-2> | <https://youtube.com/shorts/jAPyVsNxnJA?feature=shared>

Group: Science

Grade: 9

Register Type: Full-time Regular Student

Institution: City Model Secondary School, Karachi, Pakistan

Education Type: SSC - Part 1 (Grade 9) – NQF Level 2 (Pakistan)

Study Year: 01-Mar-1994 to 01-Mar-1995

Exam Year: 1995

Marks Obtained: 322 out of 425

Percentage: 75.76%

Grade/Division: A

Roll Number (Mark Sheet): 003584

Mark Sheet Serial Number: 003458

Mark Sheet Issued Date: 14-Sep-1995

Recognized Qualification Level:

- NQF Level 2 (Pakistan)
- EQF Level 2 (Europe)

Middle Education (Grades 6–8)

City model primary & secondary school [01/04/1991 – 31/03/1994]

City: Karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/primary-and-middle-edu-nqf-1-eqf-1> | Field(s) of study: Education | Final grade: A | Level in EQF: EQF level 1 | NQF Level: LEVEL 1

Links: <https://youtube.com/shorts/jAPyVsNxnJA?feature=shared> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/primary-and-middle-edu-nqf-1-eqf-1>

Middle Education (Grades 6–8)

Institution: City Model Primary & Secondary School, Karachi, Pakistan

Address: D-6 Block N North Nazimabad Karachi Pakistan 74700

Tel No 6671844, 6642347

Education Level: Middle School – NQF Level 1 (Pakistan), EQF Level 1 (Europe)

Grade Academic Year

6 01-Apr-1991 to 31-Mar-1992

7 01-Apr-1992 to 31-Mar-1993

8 01-Apr-1993 to 31-Mar-1994

Study Years: 01-Apr-1991 to 31-Mar-1994

Completion Grade: Grade 8



Recognized Qualification Level:

- NQF Level 1 (Pakistan)
- EQF Level 1 (Europe)

Primary Education (Grades 1-5)

Falcon Public School, Federal B Area Karachi Pakistan [01/04/1986 – 31/03/1991]

City: karachi | Country: Pakistan | Website: <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/primary-and-middle-edu-nqf-1-eqf-1> | Field(s) of study: Education | Level in EQF: EQF level 1 | NQF Level: 1

Links: <https://youtube.com/shorts/jAPyVsNxjA?feature=shared> | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/primary-and-middle-edu-nqf-1-eqf-1>

Primary Education (Grades 1-5)

Institution: Falcon Public School, Karachi, Pakistan

Address: Federal B Area Karachi Pakistan

Education Level: Primary School – NQF Level 1 (Pakistan), EQF Level 1 (Europe)

Grade Academic Year

1 01-Apr-1986 to 31-Mar-1987

2 01-Apr-1987 to 31-Mar-1988

3 01-Apr-1988 to 31-Mar-1989

4 01-Apr-1989 to 31-Mar-1990

5 01-Apr-1990 to 31-Mar-1991

Study Years: 01-Apr-1986 to 31-Mar-1991

Completion Grade: Grade 5

Recognized Qualification Level:

- NQF Level 1 (Pakistan)
- EQF Level 1 (Europe)

SKILLS

Google (Google Meet, Google Docs, Google Classroom, Google Forms, Google Drive, Google Slide); / Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced / Team work oriented / Social Media including Facebook, WhatsApp and Twitter / Google Maps, GPS Tracking / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Browsing the Internet (experienced) / Good Listener & Good Communicator / Able to adapt to new situations and system. / Oracle Database, Oracle Forms, Oracle Report, Oracle HTMLDB / FoxPro / 1c / Galileo / Amadeus / Abacus / use global distribution system / use business simulation tools / manage standard enterprise resource planning system / use microsoft office / Adobe Photoshop / accounting / accounting entries / bookkeeping regulations / financial statements / real estate market / depreciation / international financial reporting standards / accounting techniques / use accounting systems / explain accounting records / arrange bookings / perform balance sheet operations / manage accounts / video conferencing tool / macroeconomics / search engines / communication / English / observe confidentiality / prepare real estate contract / maintain physical condition of warehouse / stay alert / types of packaging used in industrial shipments / interpret financial statements / stay up to date with social media / manage the general ledger / maintain financial records / identify accounting errors / prepare financial statements / check accounting records / maintain stock control systems / clean industrial containers / operate package processing equipment / prioritise tasks / use online communication tools / work as a team / creating a chart of accounts



ORGANISATIONAL SKILLS

[01/02/2001 – Current]

Core Competencies

Organizational Skills:

- **Project Management:** Skilled in managing multiple projects simultaneously across industries like **Travel & Tourism, Financial Analysis, Real Estate,** and **Digital Marketing**, ensuring timely delivery and high-quality results.
- **Time Management:** Strong ability to prioritize tasks and meet deadlines in fast-paced environments, balancing short-term needs with long-term goals.
- **Team Coordination:** Experience working with cross-functional teams, ensuring smooth communication and collaboration to achieve project milestones.
- **Process Optimization:** Demonstrated success in streamlining operations and workflows, improving efficiency and productivity within teams.
- **Client Relationship Management:** Adept at organizing and maintaining client portfolios, ensuring a seamless customer experience and driving client retention.

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

PROJECTS

[01/01/2001]

My projects

Financial Analyst Projects:

- Led financial reporting and client relationships across projects, ensuring accuracy and client-focused solutions.
- Implemented cost-effective accounting strategies, enhancing operational efficiency and client satisfaction.
- Managed accounting functions with a client-first approach, ensuring key milestones were met.

Travel & Tourism Projects:

- Collaborated across teams to ensure transparency and deliver exceptional service in travel and tourism projects.
- Supported initiatives with precision, driving successful outcomes and strong client retention.

Real Estate Projects:

- Managed residential property sales, driving a 15% increase in sales volume within six months.
- Led a marketing campaign, boosting property inquiries by 20%.
- Negotiated commercial leases, increasing rental income by 10%.
- Coordinated inspections and client meetings, maintaining satisfaction and repeat business.
- Executed a digital strategy, generating a 25% increase in online traffic and leads.

Pharmaceutical Projects:

- Led a clinical trial, achieving FDA approval ahead of schedule.
- Developed a marketing strategy, capturing a 15% market share within the first year.



- Launched a product line extension, contributing to annual revenue growth.
- Conducted market research, identifying opportunities and successfully launching a niche product.
- Managed the transition from development to commercialization, ensuring smooth market integration.

Primary School English Teacher Projects:

- Designed engaging lesson plans, improving student performance by 15%.
- Led extracurricular activities like drama club and spelling bees, fostering creativity.
- Applied differentiated instruction, increasing student participation by 20%.
- Collaborated with parents to provide regular progress feedback.
- Organized field trips, enhancing students' real-world understanding of English.

Digital Marketing Projects:

- Developed digital strategies, boosting social media engagement by 30%.
- Managed multi-channel campaigns, increasing web traffic and conversions by 40%.
- Analyzed data to optimize content and surpass KPIs, improving engagement by 25%.
- Curated content and led community management, building a loyal audience.
- Executed targeted email campaigns, increasing lead generation by 15%.
- Conducted A/B testing to refine messaging, improving campaign effectiveness by 20%.

CONFERENCES AND SEMINARS

[01/01/2002 – 31/12/2014]

International Air Travel

Travel History:

Domestic Travel

Islamabad and Lahore different dates

International Travel:

- **Hong Kong** (Passport # KA-954113)
 - **September 3, 2002 – September 17, 2002**
 - **March 18, 2003 – March 21, 2003**
- **UAE (Dubai)**
 - **July 4, 2003 – July 6, 2003**
- **Sri Lanka**
 - **April 17, 2004 – April 19, 2004**
- **UAE (Dubai)**
 - **September 1, 2005 – September 4, 2005**
- **Thailand**
 - **November 4, 2004 – November 9, 2005**
- **Singapore**
 - **July 6, 2006 – July 9, 2006**
- **Malaysia**
 - **July 10, 2006 – July 12, 2006**
- **Thailand**
 - **January 2, 2007 – January 8, 2007**
- **Malaysia** (Passport # AZ-5574472)
 - **July 1, 2014 – February 28, 2015**
 - **Paid Employment** in Malaysia

Link: https://youtu.be/_7uSqCKmtq8?feature=shared



HONOURS AND AWARDS

Education documents

Honours and Awards:

- Successfully completed Primary, Secondary, and High School Education.
- **Bachelor's Degree in Business Administration.**

Specialized Training and Certifications:

- **ERP (Enterprise Resource Planning) Certification**
- **IFRS (International Financial Reporting Standards) Certification**
- **Air Fare Calculation**
- **Amadeus GDS (Global Distribution System)**
- **Galileo GDS**
- **Abacus GDS**
- **International Air Transport Association (IATA) – Billing and Settlement Plan (BSP)**
- **Professional Training in Travel Concepts**
- **Digital Documentation Training Certificate**

For more details on my qualifications and experience, please visit my personal website:

[Adnan Sajjad - Education & Experience](#)

Links: https://www.youtube.com/watch?v=TfBXOAW_Bt0 | <https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education>

HOBBIES AND INTERESTS

My hobbies interests and strength

Interests:

- Accounting, Travel & Tourism, Real Estate, Pharmaceuticals, Customer Service

Strengths:

- Uniqueness, Optimism

Hobbies:

- Traveling, Watching TV, Listening to Music, Surfing the Internet
- Maintaining a Clean Living Space, Gardening
- Watching and Creating YouTube Videos, Exploring Success Stories.

Link: <https://www.youtube.com/@adnansajjad786>

DRIVING LICENCE

Driving Licence: AM

Driving Licence: A1

Driving Licence: A2

Driving Licence: A



Driving Licence: B1

Driving Licence: B

Driving Licence: BE

Driving Licence: C1

"I am seeking opportunities with registered foreign employers or business partners for employment or business ventures. I am open to receiving a provisional job offer or business sponsorship letter. I will cover my visa, work permit, and airfare costs independently. I look forward to learning about your company's benefits and ensuring all legal requirements are met. Thank you for your consideration; I look forward to your response.

H #: R 852 ST 2, SEC 15 A 2, BUFFERZONE NORTH NAZIMABAD TOWNSHIP SINDH
CENTRAL DISTRICT KARACHI PAK, 18/09/2025

Adnan Sajjad