

## UMAR KHURSHEED

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## CAREER OBJECTIVE

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I aspire to work in a challenging position that will apply my education, knowledge, experience and skills while at the same time providing an opportunity for further growth and enhancement of my carrier for the benefit of both organization and myself.

## SKILLS

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**Driving** Bahrain driver license  
**Guitarist** Knowledge in guitar  
**Computer literate, MS Excel, power point and word**  
**Administrative Skills**

## EXPERIENCE

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From: Nov-2014 Reservation Officer	<b>Travelex International Sargodha Pakistan</b> Assisting and advising customers who may be choosing from a variety of travel options.  Making reservations for customers based on their various requirements and budgetary allowances.  Checking the availability of accommodation or transportation on the customers' desired travel dates.  Processing payments and sending confirmation details to customers.  Sorting out any issues that may arise with bookings or reservations.  Selling and promoting reservation services.  Answering any questions customers might have about the reservation process.  Providing support to customers who may need to amend or cancel a reservation.
From: Dec-2017 Travel Agent	<b>White Moon kingdom of Bahrain</b> Book transportation, make hotel reservations and collect payment/fees  Selling and issuing Ticket domestic or international.  Use promotional techniques and prepare promotional materials to sell itinerary tour packages  Deal with occurring travel problems, complaints or refunds

May-2018 - Till Today  
Travel Agent

Attend travel seminars to remain updated with tourism trends

Enter data into our software and maintain client files

Maintain statistical and financial records

Meet profit and sales targets

**Ibn Khalid Travels Bahrain**

selling tickets and marketing promotions

dealing with customer queries and complaints

Marketing and promoting the business through online services.

recruiting, training and supervising staff

planning with the group for new ideas to grow up the business

preparing promotional materials and displays

selling holidays and insurance

Maintaining good services and good relationship with corporates clients and companies

Enter data into our software and maintain client files

Maintain statistical and financial records

Meet profit and sales targets

EDUCATION

Degree/Course	Institute/College	Year of Passing
SSC Sarghoda	Elementary level	2012
HSSC SARGHODA	High school	2015
Certificate of Advance Air Conversion Course	Sabre Travel Network Bahrain	2018

PERSONAL DETAILS

Date of Birth

13 September 1994

Gender

Male

Nationality

Pakistan

Marital Status

Single

Languages Known

English, arabic, urdu

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