

# Ahmadullah Wazeer

Flat No 21 Bldg 1285 Road No 525, Manama, Bahrain  
ahmadulla.wazeer@gmail.com  
3382 8820



## OBJECTIVE

To pursue a highly challenging environment that will provide me with a platform to demonstrate my abilities and to gain valuable experience and to enhance my knowledge and skills through working in a conducive environment.

## PERSONAL STATEMENT

An ambitious & dynamic professional passionate about advancing the career in the tourism industry. Is known for strong communication, interpersonal skills. Capable of actively promoting & marketing the business whilst dealing with customer queries and achieving excellence in customer satisfaction.

## WORK HISTORY

### Sahar Jewelry

Manama, Bahrain  
May 2021 – Present

### Sales Assistant

- Greeting customers in the store.
- Ensuring that goods are arranged in displays and on the shelves
- Taking card and cash payments at a Point-of-Sale unit

### Manama Tours

Manama, Bahrain  
January 2020 – May 2021

### Travel Executive

- Invoicing & maintaining accurate records of sales.
- Greeting customers and providing customer service.
- Being responsible for processing cash payments.
- Aiming to achieve monthly or annual targets.

### Metro Leisure

Colombo, Sri Lanka  
July-2018 – December 2019

### Travel Executive

- Ensuring that customer queries are dealt with efficiently
- Provisioned of essential travel information, viz., travel times, passport/visa requirements, health and insurance requirements, check-in arrangements and baggage allowance

### Satisfly Travels & Tours

Colombo, Sri Lanka  
December 2016 - August 2017

### Travel Assistant

- Enquiring of customers about travel information
- Preparation of vouchers & invoices, in comparison to quoted prices

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## QUALIFICATIONS

Sri Lankan Aviation College

IATA/ UFTAA Foundation Diploma in Travel  
& Tourism | 2018

International Airline Aviation College

Diploma in Ticketing & Reservation

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## PERSONAL SKILLS

- **Communication** – It is always essential to have communication skills as I interact with clients in every organization I have worked for, possessing communication skills has helped me tremendously in identifying the issues, clients are facing and providing the best solutions to overcome them.
- **Resilience** – Able to adapt to new situations and environments as this is crucial for professional success
- **Time management** – I aim to complete assigned tasks on time and resolve any related issues users face as soon as possible
- **Self-management** – I am capable of inspecting solutions. I communicate well with my co-workers. I am organized and I manage time efficiently. I am accountable for my job role that I maintain the workloads and be initiative.
- **Problem-Solving Skills** – Adept at identifying/handling issues and efficiently addressing them by implementing effective solutions. I have developed this skill by working in multiple organizations and adopting a proactive approach to identify and solve problems.
- **Willingness to Learn** – Eager to acquire new knowledge and develop my skills to improve my abilities.

## INDUSTRIAL SKILLS

- Customer satisfaction
  - Airline ticketing
  - Travel management
  - Leisure travel
  - Business promotion
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## REFEREES

**Mohamed Sanufikhan**  
**Store Manager**  
Cadiz for Jewellery  
+973 3542 8118  
Sanufikhan@yahoo.com

**Shesh Dissanayake**  
**Supervisor**  
Manama Tours  
+973 3519 8517  
shesh@manamatravel.com