



Hafiz Arshad Khan

Date of birth: 15/04/1988 | **Nationality:** Pakistani | **Gender:** Male |

Phone number: (+92) 3322529426 (Mobile) | **Email address:**

sagar0332@yahoo.com |

Address: New Sky Travel, Plot # 597, Sector 4F, Near Jungle School Saeedabad
Baldia Town Karachi, Pakistan, 75760, karachi, Pakistan (Work)

● ABOUT ME

I am writing to express my interest in the Travel Agent position In Your Company. I have been working as a travel agent for over 12 years, and I have a deep understanding of the travel industry, as well as a proven track record of success in booking and arranging travel packages for clients. In my previous role at New Sky Travel, I was responsible for a wide range of tasks, including:

- Consulting with clients to assess their needs and desires
- Researching and comparing travel options
- Booking flights, hotels, and other travel arrangements
- Providing ongoing support and assistance to clients throughout their travels

I have a strong track record of providing excellent customer service and ensuring that my clients have a memorable and enjoyable travel experience. I am also highly organized and detail-oriented, and I am skilled at managing multiple projects simultaneously.

I am confident that my skills and experience would be a valuable asset to your team, and I am eager to contribute to the success of your Company.

I am available for an interview at your earliest convenience.

Thank you for your time and consideration.

● WORK EXPERIENCE

10/01/2011 – CURRENT karachi, Pakistan

TRAVEL BOOKING AGENT NEW SKY TRAVEL

1. Airline Ticket Booking
2. Hotel Booking
3. Relations with Customer
4. Umrah Booking
5. Visa Processing
6. GDS (Galaileo)

01/06/2011 – CURRENT Karachi, Pakistan

TRAVEL AGENT NEW SKY TRAVEL

- Consulting with clients to assess their needs and desires
- Researching and comparing travel options
- Booking flights, hotels, and other travel arrangements
- Providing ongoing support and assistance to clients throughout their travels

● EDUCATION AND TRAINING

10/01/2011 – CURRENT Karachi, Pakistan

TRAVEL AGENCY New Sky Travel

01/01/2005 – 01/09/2008 karachi, Pakistan
HIGH SCHOOL Board Of Intermediate Education Karachi

01/01/2008 – 01/01/2011 Karachi, Pakistan
DIPLOMA OF ASSOCIATE ENGINEERING Goverment College Of Technology Site Karachi

01/05/2010 – 06/12/2010 karachi, Pakistan
CERTIFICATE OF GP-III College Of Nautical Studies

24/08/2010 – 28/08/2010 Karachi, Pakistan
TANKER FAMILIARIZATION COURSE College Of Nautical Studies

26/08/2010 – 30/08/2010 karachi, Pakistan
PROFICIENCY IN PERSONAL SURVIVAL TECHNIQUES College Of Nautical Studies

02/08/2010 – 06/08/2010 karachi, Pakistan
BASIC FIRE FIGHTING COURSE College Of Nautical Studies

12/08/2010 – 20/08/2010 karachi, Pakistan
ELEMENTARY FIRST AID College Of Nautical Studies

09/08/2010 – 13/08/2010 karachi, Pakistan
PERSONAL SAFTEY AND SOCIAL RESPONSIBILITIES College Of Nautical Studies

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU | PANJABI; PUNJABI | HINDI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	B1

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

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Office | Microsoft Excel