



# Amir Butt

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## Career Objective

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Positive confident and conscientious person capable of working as a motivated team member or independently, adopting a practical approach using own initiative. Trustworthy, Hardworking and reliable with excellent Selling management, communication skills and the ability to adapt to new situations, Sociable personality with a friendly approach,

## Skill Profile

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|---------------------------|--|
| • Customer Service Skills | • Motivated and able to motivate others        |
| • Sales Initiatives       | • Able to use initiative effectively           |
| • Budgeting and Planning  | • Excellent interpersonal communication skills |
| • Quality Assurance       | • Keen to develop professionally               |
| • Administration          |  |
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## Professional Experience

### As Travel Consultant In U.A.E

- **Airline Ticketing:** Reservation & E ticketing, Reissue /Revalidation Refund.
- **Hotel Reservation:** Worldwide ( rezlive and Adonis.com etc. )
- **Holidays Packages :** Arrange Inbound & outbound (transfer , sightseen)
- **Visa Services:** Worldwide tourist, business, Schengen visa application.
- **Travel insurance:** Travel insurance Assistance, policy document, claim form.
- **Sales Officer at Silk Ways travel and tourism (IATA) last Six years.**

#### Job Responsibilities:

- Front desk customer service on daily basis.
- Take calls from customer ,Sub agents and airline regarding the services
- Handling cash and banking deposits for against the routine sales.
- reparation of sales trends on daily, weekly and monthly basis
- Group handling with Adhoc Fare.
- Maintain company relations with sub agents and corporate clients.

## **GDS Skills**

- Galileo Reservation System (Master Functionality Course)
- Abacus Reservation System (Basic Functionality Course)
- Amadeus Reservation System (Basic Functionality Course)
- World Span Reservation System (Basic Functionality Course)
- Web browsing airline Reservation and E-Ticketing

## **Objectives:**

To develop a dynamic career with a quality oriented organization, offering a challenging and motivating work environment together with the opportunity for career & personal growth, while contributing towards organization's success.

## **Personal Details:**

Date of Birth	July 15 <sup>th</sup> 1986
Nationality	Pakistani
Marital Status	Single
Languages	English, Urdu, Hindi.

## **Current Status in UAE:**

**Employment Visa**