



Faisal Pervez

ID: 4220185723933 | **Work permit:** Pakistani | **Date of birth:** 22/06/1983

Place of birth: Karachi, Pakistan | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

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ABOUT ME

Highly organized and detail-oriented Senior Officer with over 19 years of experience managing end-to-end travel logistics and administrative operations in fast-paced, multi-departmental environments. Proven ability to coordinate complex international and domestic travel, ensure policy compliance, optimize costs, and support cross-functional teams with seamless administrative support. Adept at vendor negotiation, document control, budget tracking, and process improvement. Known for reliability, discretion, and the ability to handle sensitive information and high-pressure situations with professionalism and efficiency.

EDUCATION AND TRAINING

01/01/2015 – 09/03/2017 Karachi, Pakistan

MA (INTERNATIONAL RELATION) University Of Karachi

Level in EQF EQF level 7

WORK EXPERIENCE

03/03/2025 – CURRENT Karachi, Pakistan

SENIOR OFFICER – TRAVEL OPERATIONS CNERGYICO PK LIMITED, FORMERLY BYCO PETROLEUM PAKISTAN

- Coordinated complex domestic and international travel itineraries for staff, ensuring cost-effectiveness, policy compliance, and timely execution
- Negotiated with travel agencies, airlines, and hotels to secure favorable rates and premium service levels, reducing travel costs by 15 % annually.
- Oversaw the end-to-end travel process, including visa applications, transportation logistics, accommodation, travel insurance, and per diem arrangements.
- Managed travel budgets, processed vendor invoices, and performed monthly reconciliations to ensure financial accuracy and transparency.
- Provided expert advice on travel procedures, risk management, and documentation, ensuring smooth and compliant travel for all personnel.
- Responded swiftly to last-minute changes and travel disruptions, minimizing downtime and maintaining operational continuity.
- Maintained detailed travel records and prepared comprehensive reports for senior management, contributing to strategic planning and cost control.
- Contributed to the development and refinement of organizational travel policies, promoting efficiency and consistency across all departments.

01/07/2008 – 28/02/2025 Karachi, Pakistan

SENIOR TRAVEL CONSULTANT & EVENT COORDINATOR QUALITY AVIATION PVT LTD

- Prepare and manage a periodical travel plan.
- Arrange tickets for the local and international traveling.
- Coordinate to arrange the visa for international travel.
- Invoicing for the service rendered to the client Arrange accommodation domestic and international.
- Arrange transport in Pakistan and internationally.
- Preparing annual reports of sales figures maintaining record for audit of admin department.
- Receive and see off high official at the airport. Arrange venues for conducting conference/seminar.



01/06/2006 – 30/06/2008 Karachi, Pakistan

TRAVEL COORDINATOR BONDS TRAVEL

- Prepare and manage a periodical travel plan.
- Arrange tickets for the local and international traveling.
- Coordinate to arrange the visa for international travel.

09/01/2004 – 30/04/2006 Karachi, Pakistan

DATA CENTRE OPERATOR WEBNOXS TECHNOLOGIES INC

- Web hosting -Web designed- Data entry for the website.

SKILLS

work as a team | logistics | prepare casting budget | Able to achieve objectives within strict deadlines | have computer literacy | Vendor Relations | MS Office(MS Word, MS PowerPoint, MS Excel, MS) | plan measures to safeguard cultural heritage | Project Management | politics

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
HINDI	C2	B1	C2	C1	B2
ARABIC	B2	C2	B2	B2	C1
PANJABI					
PASHTO	C2	C1	C1	B2	B2

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

DRIVING LICENCE

Driving Licence: A2

Driving Licence: B

GDS COURSES

06/11/2006 – 13/11/2006

Amadeus Basic Functionality Course (GDS System)

Work and Good Command on Amadeus Reservation System. Make reservation and Issued International Tickets on Amadeus GDS System.

18/10/2010 – 23/10/2010

Galileo Core Course, Galileo Global Fares

Work and Good Command on Galileo Reservation System. Make reservation and Issued International Tickets on Galileo GDS System.

26/03/2011 – 31/03/2011

Amadeus Basic Functionality Course (GDS System)