



Faisal Pervez

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

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

(+92) 3363993195 (Mobile) | **Email address:** faisal.pervez83@yahoo.com | **LinkedIn:** [faisal-pervez](#)

Address: AL-Fareed Street, Khairbeela Appts .Flat No, 6, Plot No 301, 75400 | [Karachi, Pakistan \(Home\)](#)

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)