

Muhammad Ahsan Mansoor

Airport Transport and Operations | Customer Services

Education: University Graduate - (Bachelor in Arts)
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Professional Summary Best Supervisor Award

- » By Al Huraiz Passenger Transport, Dubai.
- » Flexibility and motivation to manage a demanding work schedule.
- » Disciplined and focused when it comes to work.

EMPLOYMENT HISTORY

Sales Officer

Innovative Tourism L.L.C Dubai.

JAN-2025 -TO UPDATE

Dubai. United Arab Emirates

- » Promoting and selling a variety of travel services, attractions and vacation packages
- » Acquiring new customers, managing client relationships, understanding and p
Resenting products, negotiating deals, and meeting sales targets
- » Leading daily & monthly planning to deliver sales goals
- » Analyze market trends, develop sales strategies, and identify opportunities for
business growth

EMPLOYMENT HISTORY

Office Manager

Red Cliff Graphics - Dubai.

Mar-2022 - March 2024

Dubai. United Arab Emirates

- » Organizing meetings and managing databse.
- » Organizing company events and conferences.
- » Supervising and monitoring the work of admin staff.
- » Processing invoices and managing office budget.

EMPLOYMENT HISTORY

Accountant

CRG General Trading LLC - Dubai.

Mar-2021 - Jan-2022

Dubai. United Arab Emirates

- » Manage all accountant transactions
- » Prepare budget forecasts
- » Ensure timely bank payments.
- » Compute taxes and prepare returns.
- » Manage balance sheet and profit sheet

EMPLOYMENT HISTORY

Team Leader / Controller Transport

DANATA - Dubai Airport - Al Huraiz Passenger Transport LLC

Apr-2014 - Nov-2020

Dubai. United Arab Emirates

- › Arranging airport buses for arriving and departing passengers at DXB Terminals 1, 2 and 3.
- › Coordination and collaboration with Dnata staff for operations.
- › Stay connected with DOCC currently known as AOCC for further assistance.
- › Monitoring junior staff to prevent issues with full cooperation.
- › Preparing my daily duty report and assisting staff that are working under my supervision.

TECHNOLOGY SKILLS

I.T Expertise & Courses

MS Office Basic

Internet Search, Email, Surfing, Posting etc.

PERSONAL INTERESTS

Photography

Poetry

Gymnasium

Reading books

Researching

LANGUAGES

I can easily Read, Write and Speak in **English** and **Urdu**.

Whereas, I can speak and understand Hindi but unable to read and write it.

Looking forward to learn and speak other International languages in near future.