

## **WAHAB AHMAD**

Near Lucky Roundabout  
Industrial Area 2, Ajman  
United Arab Emirates  
Mobile Number: +971 56 541 7817, 055 559 7376  
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### **CAREER OBJECTIVE :**

To apply for an existing position and to be able to practice and improve my knowledge and ability by obtaining more challenging work, and obtain an entry level position where my skills and knowledge will be developed, and to gain more valuable experiences and become more productive individual.

### **WORKING EXPERIENCE:**

#### **Ahmed Al Abdouli Travel :**

Near Lucky Roundabout Industrial Area 2, Ajman  
Position: Travel & Tourism Sales Executive, Filing Clerk cum Driver  
Join date: Dec, 28, 2020 up to present

- Sales marketing -Document controller and maintain office filing
- Receiving and distributing of communications through email and telephone (Incoming and outgoing) - Basic accounting
- Updating all the documents to be renewed yearly and making all the required documents to be ready for the renewal.
- Hotel, tours and air ticket booking using B2B system.
- Typing and posting DXB visa by using EDNRD & GDRFA.
- Typing and posting Ajman visa by using smart E-channel.
- Knowledge of processing TOURIST VISA/EMPLOYMENT/RESIDENCE VISA and VISA CANCELLATION.
- Knowledge of processing Emirates ID Card Typing, Labour & Immigration Typing, Insurance Card, Car Insurance, Documents Attestation Services, Translation Services, The Medical Forms Services, Overstay Fine.
- Knowledge of processing All MOI Service Traffic Fine, Vehicle Transfer, Black point Removing.
- Attending travel agent forums and events.
- Responsible for Inquiry and follow up of quotations from Suppliers and forwarders.

## **Fly Easy Travels L.L.C :**

International City, Dubai

Position: Travel & Tourism Sales Executive

Join date: Mar, 10, 2017 up to 25 Dec  
2020

- Sales marketing -Document controller and maintain office filing.
- Receiving and distributing of communications through email and telephone (Incoming and outgoing) - Basic accounting
- Making a report for monthly sales, expenses.
- Updating all the documents to be renewed yearly and making all the required documents to be ready for the renewal.
- Hotel, tours and air ticket booking using B2B system.
- Typing and posting DXB visa by using EDNRD & GDRFA.
- Knowledge of processing TOURIST VISA/EMPLOYMENT/RESIDENCE VISA and VISA CANCELLATION
- Responsible for Inquiry and follow up of quotations from Suppliers and forwarders

## **Continental Travel Agency :**

- Two years experience as Sales Executive for travel, tourism and foreign recruitment in **Continental Travel Agency** Kohat

## **Graphic Designing:**

- Two years' experience in Graphic Designing in **Media Beet** Rawalpindi Pakistan.

## **PERSONAL PROFILE :**

Father Name	:	Hikmat Khan
Passport Number	:	AB1167692
Date of Birth	:	May 05, 1994
Place of Birth	:	Hangu , Pakistan
Civil Status	:	Single
Sex	:	Male
Religion	:	Islam
Citizenship	:	Pakistani
Language Dialect	:	Pashto/Urdu/English
Driving License #	:	343835 Ajman
Driving License Exp	:	Sep 02, 2029

### **EDUCATIONAL BACKGROUND :**

- Secondary School Certificate- II Division -2010 Awarded by Board of Intermediate & Secondary Education, Kohat, Pakistan.
- Higher Secondary School Certificate-II Division-2012 Awarded by Allama Iqbal Open University, Pakistan.
- Bachelor of Arts- II Division- 2014 Awarded by Allama Iqbal Open University, Pakistan.

### **STRENGTH :**

- Good Time Management
- Hardworking/ Flexible
- Fast Learner
- Pleasing personality
- Organized
- Good communication and inter personal skills
- Basic Accounting knowledge
- Ability to work under pressure
- Integrity
- Honesty
- Good Excel Knowledge

### **REFERENCES :**

Reference will be provided on request.