

# BILAL HAMID BUTT

House # 130/2 Saif Ullah Lodhi Road,  
Saddar Rawalpindi, Cantt.

## Contact:

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*House # 130/2  
Saddar Rawalpindi, Cantt.*  
07 Years worked experience with SERVICES TRAVELS / ASKARI TRAVEL & TOURS (A Project of Army Welfare Trust) PSA / IATA for Pakistan International Airlines as "Manager Operations".

- Responsible to deal Corporate Customers / Organizations.
- Ticketing/Reservation.
- Coordination between management & staff.

01 Years working experience with A.R.E Consultants (Construction Organization) as "Manager Administration".

- Responsible to implement office orders & regulations.
- Responsible of Coordination between Staff & Management.
- Responsible to provide basic equipment, logistics to field staff.

## Professional Experience

## Education & Qualifications

	Passing Year	Course Name	Institute
	2003	Graduation	Punjab University
	2000	Intermediate	Private

## Skills

- Can perform under pressure
- Confident, Dedicated, and Adaptable
- Can fluently communicate in English and Urdu
- A very friendly personality and easily coordinate with customers
- Good interaction with official and private departments

## Computer Skills & Courses

- MS Office, Internet, Email
- Windows 2000, Windows 2000 professional, Windows NT
- Computer Hardware A+
- Basic Courses of Office Reservation System "Abacus Pakistan" arranged by organization.

## Skills

- Strong Interpersonal Skills
- Excellent Communication Skills
- Good Computer Knowledge
- Negotiations Skills
- Problem Solving Skills
- Analytical Skills
- Independent, Creative & Self organizer
- Team Player, Accountable / Responsible

## Interests

- To Read Articles
- Current Affairs
- Traveling
- Cricket