

<p>220001- Agree (Journey will be arranged after 10 days) 29-04-2018</p>	<p style="text-align: center;"><b>BILAL HAMID BUTT</b> House # 130/2 Saif Ullah Lodhi Road, Saddar Rawalpindi, Cantt.</p>		<p><b>Contact:</b> Mob: + 92 - 323-5221383 Res: + 92 - 51- 5585463</p> <p><b>Email:</b> <a href="mailto:bilalhamidb@gmail.com">bilalhamidb@gmail.com</a></p>
<p><b>Professional Experience</b></p>	<p><b>07 Years worked experience with SERVICES TRAVELS / ASKARI TRAVEL &amp; TOURS (A Project of Army Welfare Trust) PSA / IATA for Pakistan International Airlines as "Manager Operations".</b></p> <ul style="list-style-type: none"> <li>Responsible to deal Corporate Customers / Organizations.</li> <li>Ticketing/Reservation.</li> <li>Coordination between management &amp; staff.</li> </ul> <p><b>01 Years working experience with A.R.E Consultants (Construction Organization) as "Manager Administration".</b></p> <ul style="list-style-type: none"> <li>Responsible to implement office orders &amp; regulations.</li> <li>Responsible of Coordination between Staff &amp; Management.</li> <li>Responsible to provide basic equipment, logistics to field staff.</li> </ul>		
<p><b>Education &amp; Qualifications</b></p>	<p><b>Passing Year</b></p> <p>2003</p> <p>2000</p>	<p><b>Course Name</b></p> <p><b>Graduation</b></p> <p><b>Intermediate</b></p>	<p><b>Institute</b></p> <p>Punjab University</p> <p>Private</p>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>Can perform under pressure</li> <li>Confident, Dedicated, and Adaptable</li> <li>Can fluently communicate in English and Urdu</li> <li>A very friendly personality and easily coordinate with customers</li> <li>Good interaction with official and private departments</li> </ul>		
<p><b>Computer Skills &amp; Courses</b></p>	<ul style="list-style-type: none"> <li>MS Office, Internet, Email</li> <li>Windows 2000, Windows 2000 professional, Windows NT</li> <li>Computer Hardware A+</li> <li>Basic Courses of Office Reservation System "Abacus Pakistan" arranged by organization.</li> </ul>		
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>Strong Interpersonal Skills</li> <li>Excellent Communication Skills</li> <li>Good Computer Knowledge</li> <li>Negotiations Skills</li> <li>Problem Solving Skills</li> <li>Analytical Skills</li> <li>Independent, Creative &amp; Self organizer</li> <li>Team Player, Accountable / Responsible</li> </ul>		
<p><b>Interests</b></p>	<ul style="list-style-type: none"> <li>To Read Articles</li> <li>Current Affairs</li> <li>Traveling</li> <li>Cricket</li> </ul>		