



Adnan Sajjad

ID: 4210119304477 | **Date of birth:** 20/07/1979 | **Place of birth:** Karachi , Pakistan |

Nationality: Pakistani | **Gender:** Male | **Phone number:** (+92) 2136940190 (Home) |

Email address: adnansajjadnew786@gmail.com | **Email address:**

adnansajjad786new@hotmail.com | **Email address:** adnansajjad786new@yahoo.com |

Email address: 02136940190adnan@gmail.com | **Website:** <https://adnan-sajjad.webnode.page/> |

Website:
<https://www.behance.net/gallery/196290583/Adnan-Sajjad-Portfolio/modules/1111436947> |

Website: <https://linktr.ee/adnansajjad786> | **LinkedIn:**

<https://www.linkedin.com/adnan-sajjad-b48567262> | **Facebook:**

<https://www.facebook.com/61559722930168> | **X:** <https://www.twitter.com/AdnanSajjadnew> |

Instagram: <https://www.instagram.com/adnansajjadnew786> | **YouTube:**

<https://www.youtube.com/@adnansajjad786> | **Pinterest:** <https://pin.it/45Z0HeFw5> | **YouTube:**

https://www.youtube.com/watch?v=GO_VWHMakyc | **Linktree :** <https://linktr.ee/adnansajjad786> |

Camsite : <https://campsite.bio/adnansajjad> | **Skype:** <https://join.skype.com/IVr202tWLh3t> |

Microsoft teams : <https://teams.live.com/l/invite/FEAwzpFsG45z8GylwE> |

Address: House No R -852, Sector 15 A-2 , Buffer zone North Nazimabad
Township sindh , 75850, Karachi , Pakistan (Home)

ABOUT ME

"A highly analytical and detail-oriented Financial Analyst with extensive experience in the travel and tourism industry. Skilled in financial operations, ERP systems, and IFRS compliance, I specialize in optimizing financial performance and streamlining processes. Passionate about delivering tailored solutions that enhance operational efficiency and business growth. Explore my portfolio and services at [Linktree](https://linktr.ee/adnansajjad786), [Campsite](https://campsite.bio/adnansajjad), or visit my website at adnan-sajjad.webnode.page. For inquiries, feel free to reach out via email."

E-mail Address:-

adnansajjadnew786@gmail.com
adnansajjad786new@hotmail.com
adnansajjad786new@yahoo.com
02136940190adnan@gmail.com

WORK EXPERIENCE

01/01/2001 – 30/11/2007 Karachi , Pakistan

FINANCIAL ANALYST SWIFT TRAVELS PVT LTD

Swift Travels Pvt Ltd (GL#1896),(105,Ahmed Arcade BC-3 clifton v karachi Pakistan)(Tel#+922135837766,& +92213573770)

<https://www.linkedin.com/company/swift-travels>

<https://m.facebook.com/SwiftTravel/>

Adnan As Accountant services:-

<https://youtube.com/watch?v=CUjCGz0C8I8>

Adnan as Travel & Tourism services:-

https://youtu.be/_7uSqCKmtq8?feature=shared

Accounts & Travel Tourism Related Tasks:**1. Primary Documentations:**

- Bookkeeping (CV-RV).
- Invoice Generation.
- Refund Receipt Issuance (RF).
- Credit Invoice Entries.
- Expense Voucher Preparation (JV).
- Payment/Purchase Order Receipt Creation (PV).
- Handling Petty Cash.
- Employee Time Cards Management.
- Preparation of Deposit Slips, Checks, Letters, and Drafts.

2. Statements and Ledgers:

- Sales and Refund Ledgers.
- Accounts Payable/Receivable Ledgers (AP/AR).
- Bank/Cash Ledger Reconciliation.
- Credit Ledgers.
- Expense Ledgers.
- Employee Wages Tax Ledger.
- Sales Tax (GST) and Withholding Tax (WHT/VAT) Records.
- Assets Depreciation Ledger.
- Profit and Loss Ledger.
- Budget Statements.

Additional Responsibilities:

- Data Entry: Manual and Software-based.
- Timely closure of monthly, quarterly, and year-end financials in collaboration with the accounting team.
- Tax Filing and Receipt Records Maintenance with relevant tax authorities.
- Preparation of Profit and Loss Statements.
- Reconciliation and maintenance of balance sheet accounts with associated analysis.
- Comprehensive filing of annual reports, corporate income tax returns, VAT, and GST returns.
- Mentorship and support for junior team members on daily accounting inquiries.
- Continuous improvement and streamlining of processes for enhanced efficiency and accuracy.
- Communication with clients, lawyers, and auditors.
- Compilation and preparation of Audit Reports.
- Renewal of Bank Guarantees, Company Certificates, and Memoranda of Articles.
- Renewal of Government Licenses.

Software and Technical Skills:

- Proficiency in various computer software installations including MS Windows, Office, Excel, Word, Adobe Photoshop, TeamViewer, and website management.
- Experience with accounting software like FoxPro, Oracle, and 1C Enterprise.
- Familiarity with airline reservation systems such as Galileo, Amadeus, and Abacus, including booking processes, fare calculation, ticketing, and client communication.
- Visa application management including Visa Letter preparation, VFS Global services, Gerrys visa services, travel insurance coordination, document collection, form filling, document translation, and consulate/embassy correspondence.
- Tours and travel arrangements including bookings for hotels, hostels, apartments, cars, and tours through various software platforms and websites, catering to individual, family, and corporate clients.

Department Travel agency | **Email** swifttravel@hotmail.com | **Website** <https://m.facebook.com/SwiftTravel>

Link <https://www.linkedin.com/company/swift-travels?originalSubdomain=pk>

01/01/2008 – 31/05/2012 Karachi , Pakistan

MANAGING DIRECTOR CONCEPTS TRAVEL PVT LTD (C.R# 0064637) (GL# 3068)

<https://conceptstravelstoursco.webnode.page/>

Adnan as Travel & Tourism services:-

https://youtu.be/_7uSqCKmtq8?feature=shared

My As Accountant services:-

<https://youtube.com/watch?v=CUjCGz0C8I8>



Travel Tourism Services

1. Manage sales and marketing efforts.
2. Establish and maintain relationships with clients, airlines, and travel agents.
3. Supervise employees and ensure efficient workflow.
4. Oversee office setup and operations.
5. Manage installation and networking of all equipment and software.
6. Operate Amadeus and Galileo online booking and ticketing software.
7. Ensure company documents, licenses, bank guarantees, certificate, and legal documentation are up-to-date
8. Oversee all operations of the travel agency.

Freelancer Activities - Commission-Based

1. Travel Tourism & Financial Systems Services::
2. ERP & Financial Systems Accounting with IFRS Knowledge Services::
3. Vehicle Services:
4. Real Estate Services:
5. Pharmaceutical Sales Services:
6. Educational Services:
7. Marketing Services:

Note:-

Operated at location plot 2-c badar commercial street phase-v DHA Clifton Karachi

Note:- Operated at location 9B 32F, 1F Commercial Area M.A.C.H.S, Karachi

Note:-

(on 04 May 2012 Published Add on Daily Eemaan Newspaper Add#SS040512 to Temporary Closed GL3068

Company (C.R# 0064637) is Active Online

website:-

<https://adnan-sajjad.webnode.page/>

Department Travel agency | **Email** adnansajjadnew786@gmail.com | **Website** <https://conceptstravelstoursco.webnode.page/>

Link <https://www.linkedin.com/adnan-sajjad-b48567262>

01/05/2012 – 30/06/2014 Karachi, Pakistan

FREELANCE PROFESSIONAL COMMISSION-BASED ONLINE CONCEPTS TRAVEL PVT LTD (C.R# 0064637)

All in one Link:-

<https://linktr.ee/adnansajjad786>

website:-

<https://adnan-sajjad.webnode.page/>

Freelancer Activities - Commission-Based

1. Travel Tourism & Financial Systems Services::
2. ERP & Financial Systems Accounting with IFRS Knowledge Services::
3. Vehicle Services:
4. Real Estate Services:
5. Pharmaceutical Sales Services:
6. Educational Services:
7. Marketing Services:

Department Services | **Email** adnansajjadnew786@gmail.com | **Website** <https://adnan-sajjad.webnode.page/>

Link <https://linktr.ee/adnansajjad786>

01/07/2014 – 31/01/2015 Selangor, Malaysia

WAREHOUSE WORKER SWAN PRINTING FACTORY SDN.

Swan printing factory sdn. (co-0-2/4710-x), (Lot#5249 Jalan BS 7/1) Bukit Serdang, Selangor Malaysia

<https://www.swanprinting.com.my/>



Adnan As security officer:-

<https://youtube.com/watch?v=z5cvEOxf2CU>

<https://youtube.com/watch?v=PtAn2XtLPAI>

Warehouse worker job task 12 Hours duty Day/Night)

1. "Efficiently managed inventory, ensuring accurate stock levels and timely order fulfillment in a high-volume warehouse environment."
2. "Operated forklifts and other warehouse equipment to transport goods, maintain organization, and ensure safety protocols were followed."
3. "Assisted in receiving, inspecting, and sorting incoming shipments, ensuring that all items were properly logged and stored."
4. Collaborated with team members to meet daily production goals and maintain smooth warehouse operations, contributing to an overall increase in productivity."
5. Handled order picking, packing, and shipping tasks, ensuring timely deliveries and maintaining high standards of quality control.

(Security Officer job task 12 Hours duty Day/Night Shift)

1. **Surveillance and Monitoring:** Utilizing advanced surveillance equipment and technology to monitor premises for security breaches or suspicious activities.
2. **Access Control:** Implementing and maintaining access control procedures to ensure only authorized personnel enter secure areas.
3. **Emergency Response:** Responding promptly to alarms or emergencies, assessing situations, and taking appropriate action to mitigate risks.
4. **Patrol and Inspection:** Conducting regular patrols of assigned areas to detect and deter unauthorized access or potential threats.
5. **Incident Reporting:** Documenting incidents, accidents, or suspicious activities in detailed reports and taking corrective actions as necessary.
6. **Security Procedures:** Enforcing security protocols and procedures to safeguard property, personnel, and information.
7. **Risk Assessment:** Conducting risk assessments and security audits to identify vulnerabilities and recommend security improvements.
8. **Collaboration:** Coordinating with law enforcement agencies, emergency services, and other security personnel to ensure a cohesive security response.
9. **Training and Awareness:** Providing security awareness training to staff and conducting drills to ensure readiness for emergencies.
10. **Customer Service:** Providing courteous and professional customer service to clients, visitors, and employees while maintaining a secure environment.

Department Warehouse factory | **Website** <https://www.swanprinting.com.my/>

01/02/2015 – 30/06/2018 Karachi , Pakistan

FREELANCE PROFESSIONAL COMMISSION BASED ONLINE CONCEPTS TRAVEL PVT LTD (C.R.# 0064637)

All in one Link:-

<https://linktr.ee/adnansajjad786>

website:-

<https://adnan-sajjad.webnode.page/>

Freelancer Activities - Commission-Based

1. **Travel Tourism & Financial Systems Services::**
2. **ERP & Financial Systems Accounting with IFRS Knowledge Services::**
3. **Vehicle Services:**
4. **Real Estate Services:**
5. **Pharmaceutical Sales Services:**
6. **Educational Services:**
7. **Marketing Services:**

Department Services | **Email** adnansajjadnew786@gmail.com | **Website** <https://adnan-sajjad.webnode.page/>

Link <https://www.linkedin.com/adnan-sajjad-b48567262>



Golden Travel Services (Gl#1301) (+922132410466,+922132410785)(5,Ground Floor Uni-Plaza II Chundrigar Road Karachi Pakistan)

<https://yellopagespakistan.com/golden-travel-services-3937.html>

Accounts & Travel Tourism Related Tasks:

1. Primary Documentations:

- Bookkeeping (CV-RV).
- Invoice Generation.
- Refund Receipt Issuance (RF).
- Credit Invoice Entries.
- Expense Voucher Preparation (JV).
- Payment/Purchase Order Receipt Creation (PV).
- Handling Petty Cash.
- Employee Time Cards Management.
- Preparation of Deposit Slips, Checks, Letters, and Drafts.

2. Statements and Ledgers:

- Sales and Refund Ledgers.
- Accounts Payable/Receivable Ledgers (AP/AR).
- Bank/Cash Ledger Reconciliation.
- Credit Ledgers.
- Expense Ledgers.
- Employee Wages Tax Ledger.
- Sales Tax (GST) and Withholding Tax (WHT/VAT) Records.
- Assets Depreciation Ledger.
- Profit and Loss Ledger.
- Budget Statements.

Additional Responsibilities:

- Data Entry: Manual and Software-based.
- Timely closure of monthly, quarterly, and year-end financials in collaboration with the accounting team.
- Tax Filing and Receipt Records Maintenance with relevant tax authorities.
- Preparation of Profit and Loss Statements.
- Reconciliation and maintenance of balance sheet accounts with associated analysis.
- Comprehensive filing of annual reports, corporate income tax returns, VAT, and GST returns.
- Mentorship and support for junior team members on daily accounting inquiries.
- Continuous improvement and streamlining of processes for enhanced efficiency and accuracy.
- Communication with clients, lawyers, and auditors.
- Compilation and preparation of Audit Reports.
- Renewal of Bank Guarantees, Company Certificates, and Memoranda of Articles.
- Renewal of Government Licenses.

Software and Technical Skills:

- Proficiency in various computer software installations including MS Windows, Office, Excel, Word, Adobe Photoshop, TeamViewer, and website management.
- Experience with accounting software like FoxPro, Oracle, and 1C Enterprise.

Oracle Based.

- <https://falconssoft.com/systems/falcons-accounting-system/>

FoxPro based.

- https://softadvice.informer.com/Foxpro_Accounting_Software.html

- Familiarity with airline reservation systems such as Galileo, Amadeus, and Abacus, including booking processes, fare calculation, ticketing, and client communication.
- Visa application management including Visa Letter preparation, VFS Global services, Gerrys visa services, travel insurance coordination, document collection, form filling, document translation, and consulate/embassy correspondence.
- Tours and travel arrangements including bookings for hotels, hostels, apartments, cars, and tours through various software platforms and websites, catering to individual, family, and corporate clients.



Department Travel agency | **Email** gts@hotmail.com |

Website https://goldentravelservices.business.site/?utm_source=gmb&utm_medium=referral

01/11/2019 – CURRENT Karachi , Pakistan

FREELANCE PROFESSIONAL COMMISSION BASED ONLINE CONCEPTS TRAVEL PVT LTD. (C.R# 0064637)

All in one Link:-

<https://linktr.ee/adnansajjad786>

website:-

<https://adnan-sajjad.webnode.page/>

My

original voice self Introduction

https://www.youtube.com/watch?v=GO_VWHMakyc

My Education:-

<https://youtube.com/shorts/jAPyVsNxkJA?feature=shared>

My Travel & Tourism services:-

https://youtu.be/_7uSqCKmtq8?feature=shared

My As Accountant services:-

<https://youtube.com/watch?v=CUjCGz0C8I8>

1. Travel Tourism & Financial Systems Services:

- Gained practical experience with major airline reservation systems including Galileo, Amadeus, Abacus, Sabre, and Worldspan BSP GDS.
- Managed booking processes, fare calculation, and ticketing in multiple GDS platforms while ensuring accurate client communication.
- Coordinated visa applications, including Visa Letter preparation, VFS Global services, and Gerry's visa services, with detailed handling of document collection, form filling, document translation, and consulate/embassy correspondence.
- Managed travel arrangements, including bookings for hotels, hostels, apartments, cars, and tours, tailored for individual, family, and corporate clients through various software platforms and travel websites.
- Integrated ERP systems for travel bookings and client data management, ensuring seamless coordination with accounting and visa services.
- Ensured automated financial processing for travel-related purchases, including payment reconciliation, expense tracking, and invoice management.
- Client Communication & Coordination (Travel Booking, Visa Assistance, Custom Travel Solutions)

2. ERP & Financial Systems Accounting Specialist with IFRS Knowledge Services::

- Gained hands-on experience with ERP systems covering key financial modules, including accounts payable (AP), accounts receivable (AR), tax records, & ledger reconciliation..
- Applied IFRS standards to ensure accurate & consistent financial reporting and compliance with global accounting practices.
- Managed financial processes such as bookkeeping (CV-RV), invoice generation, expense voucher preparation (JV), & purchase orders (PV) in alignment with IFRS guidelines.
- Ensured reconciliation of assets depreciation, tax records (GST, WHT/VAT), & profit & loss ledgers in compliance with IFRS.
- Prepared financial statements like balance sheets, P&L statements, & cash flow statements following IFRS standards for clarity, transparency, and regulatory compliance
- Facilitated audit reports & worked with external auditors to ensure IFRS-compliant documentation & reconciliation practices
- Collaborated with the accounting team on monthly, quarterly, and year-end financial closure, ensuring IFRS compliance in all reporting processes.
- Provided mentorship to junior team members on IFRS compliance, tax filing, & financial data entry in ERP systems.
- Skill ERP System Integration (Oracle, FoxPro, Tally , Microsoft Dynamics 365)

3. Vehicle Services:

- Assisting in the sales, purchase, and transfer documentation of Cars and Bikes.
- Expertly facilitate the issuance and renewal of driving licenses, ensuring smooth and efficient processes for clients."

**4. Real Estate Services:**

- Managing transactions for the sale, purchase, and rental of commercial or residential properties.
- Delivering exceptional customer service in real estate, ensuring personalized guidance and seamless transactions tailored to your needs.
- Drafting official documents related to property transactions.

5. Pharmaceutical Sales Services:

- Facilitating the sale and purchase of pharmaceutical products and medicines.
- Managing bulk purchases from pharmaceutical companies and distributing to local markets on a commission basis.

6. Educational Services:

- Providing teaching services as an English teacher for kindergarten and primary school levels.

7. Marketing Services:

- YouTube Video Production & Editing
- Sales Revenue Optimization
- Online Marketing Strategy
- Website and Platform Management
- Professional visually engaging PDF digital presentations

Department Services | **Email** adnansajjadnew786@gmail.com | **Website** <https://adnan-sajjad.webnode.page/>

Link <https://linktr.ee/adnansajjad786>

● EDUCATION AND TRAINING

01/01/2001 – 30/12/2003 Karachi , Pakistan

BACHELOR OF COMMERCE (B.COM) REGISTRATION NO: 7453/2001 SEAT NO: 5031 YEAR OF COMPLETION: 2003 AGGREGATE MARKS: 1500 OUT OF 789 PERCENTAGE: 52.6% DIVISION: SECOND DIVISION University of Karachi

- Bachelor of Commerce (B.Com) Registration No: 7453/2001 Seat No: 5031 Year of Completion: 2003 Aggregate Marks: 1500 out of 789 Percentage: 52.6% Division: Second Division

Website <https://uok.edu.pk/> | **Field of study** Business Administration | **Final grade** Second division | **Level in EQF** EQF level 6 |

National classification NQF level 7 | **Type of credits** 1500 | **Number of credits** 789

Link <https://youtube.com/shorts/jAPyVsNxjA?feature=shared>

01/01/2000 – 31/12/2001 Karachi , Pakistan

BACHELOR OF SCIENCE (BSC HONS) IN APPLIED CHEMISTRY, 2001 THEN CHANGED TO BACHELOR OF COMMERCE (BCOM) University of Karachi

Website <https://uok.edu.pk/> | **Level in EQF** EQF level 6 | **National classification** NQF Level 7

01/01/2000 – 31/12/2000 Karachi , Pakistan

BASIC & ADVANCED AIR TICKETING & TARIFF COURSE Grace institute of technology

Basic & Advanced Air Ticketing & Tariff Course Grace Institute of Technology (GIT) Address: 241/3/C, Block 2, PECHS, Karachi, Pakistan 75400 Roll No: GIT# A33682000 & GIT# AD9502000 Year of Completion: 2000 Aggregate Scores: 75% (Basic) & 89% (Advanced)

Airlines travel air ticket fare calculation

Website <https://graceinstituteoftechnology.enic.pk/> | **Field of study** Information and Communication Technologies |

Final grade Aggregate Scores: 75% (Basic) & 89% (Advanced) | **National classification** 4 |

Type of credits Aggregate Scores: 75% (Basic) & 89% (Advanced) |

Number of credits Aggregate Scores: 75% (Basic) & 89% (Advanced) | **Valid until** 01/12/2034

Link <https://youtube.com/shorts/jAPyVsNxjA?feature=shared>



01/01/1999 – 31/12/2001 Karachi , Pakistan

HIGH SCHOOL DIPLOMA (HSC COMMERCE) BOARD OF INTERMEDIATE EDUCATION KARACHI, 2001
AGGREGATE SCORE: (550 + 550)/1100 GRADE: D (44.54%) ROLL NO: 62067 BOOK NO: 116 (YEAR: 1999)
SERIAL NO: 011519 Board of Intermediate Education Karachi

Website <https://www.biek.edu.pk/>

01/01/1997 – 31/12/1999 Karachi , Pakistan

HIGH SCHOOL EDUCATION HSC PART 1, SCIENCE GROUP [1997-1999] GOVERNMENT ST. PATRICK'S COLLEGE, BOARD OF INTERMEDIATE EDUCATION KARACHI PART 1 CLEARED IN 1997 PART 2 NOT CLEARED IN 1998 AND 1999 St- Patrick's college

Website <https://www.stpats.edu.pk/>

01/01/1996 – 31/12/1996 Karachi , Pakistan

SECONDARY SCHOOL CERTIFICATE (SSC-2) YEAR OF COMPLETION: 1996 ROLL NO: 152966 SERIAL NO: 001859,K001914 AGGREGATE SCORE: 850/612 GRADE: A PERCENTAGE: 72% City Model Secondary School
 Address D-6 block N North Nazimabad karay

Website <https://www.bsek.edu.pk/>

01/01/1995 – 31/12/1995 Karachi , Pakistan

SECONDARY SCHOOL EDUCATION SSC PART 1 (9TH CLASS), SCIENCE GROUP [1995] CITY MODEL SECONDARY SCHOOL, D-6 BLOCK N, NORTH NAZIMABAD, KARACHI YEAR OF COMPLETION: 1995 ROLL NO: 003584 SERIAL NO: 003458 AGGREGATE SCORE: 425/322 PERCENTAGE: 75.76% GRADE: A City model secondary school

Website <https://www.bsek.edu.pk/>

01/01/1986 – 31/12/1994 Karachi , Pakistan

PRIMARY SCHOOL EDUCATION CLASS 1 TO 8 [1986-1994] ALL GRADES CLEARED AND PASSED City model primary & secondary school

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● SKILLS

Google (Google Meet, Google Docs, Google Classroom, Google Forms, Google Drive, Google Slide); | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Team work oriented | Social Media including Facebook , WhatsApp and Twitter | Google Maps, GPS Tracking | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Browsing the Internet (experienced) | Good Listener & Good Communicator | Able to adapt to new situations and system. | Oracle Database, Oracle Forms, Oracle Report, Oracle HTMLDB | FoxPro | 1c | Galileo | Amadeus | Abacus | use global distribution system | use business simulation tools | manage standard enterprise resource planning system | use microsoft office | Adobe Photoshop | accounting | accounting entries | bookkeeping regulations | financial statements | real estate market | depreciation | international financial reporting standards | accounting techniques | use accounting systems | explain accounting records | arrange bookings | perform balance sheet operations | manage accounts | video conferencing tool | macroeconomics | search engines | communication | English | observe confidentiality | prepare real estate contract | maintain physical condition of warehouse | stay alert | types of packaging used in industrial shipments | interpret financial statements | stay up to date with social media | manage the general ledger | maintain financial records | identify accounting errors | prepare financial statements | check accounting records | maintain stock control systems |



clean industrial containers | operate package processing equipment | prioritise tasks | use online communication tools | work as a team

● DRIVING LICENCE

Driving Licence: AM

Driving Licence: A1

Driving Licence: A2

Driving Licence: A

Driving Licence: B1

Driving Licence: B

Driving Licence: BE

Driving Licence: C1

● CONFERENCES AND SEMINARS

01/01/2002 – 31/12/2014

International Air Travel

My Travel History

(10, International Airlines Journey).

(Some Domestic Airlines Journey)

on Passport # KA-954113:-

Hong Kong 3Sep2002 to 17sep2002.

Hong Kong 18Mar2003 to 21Mar2003

UAE Dubai 04Jul2003 to 6Jul2003

Srilanka 17Apr2004 to 19Apr2004

UAE Dubai 01Sep2005 to 04Sep2005

Thailand 04Nov2004 to 09Nov2005

Singapore 06Jul2006 to 09Jul2006

Malaysia 10Jul2006 to 12Jul2006

Thailand 02Jan2007 to 08Jan2007

on Passport # AZ-5574472:-

Malaysia. 01Jul2014 to 28Feb2015 Malaysia Paid employment

Link https://youtu.be/_7uSqCKmtq8?feature=shared

● PROJECTS

01/01/2001

My projects

Financial Analyst projects:-

Managed financial reporting and supported client relationships across Financial projects, emphasizing accuracy and client-centric service delivery."

"Implemented cost-effective accounting strategies for Financial projects, enhancing operational efficiency and client satisfaction."

"Executed accounting responsibilities with a focus on clients, fostering strong client relationships and achieving project milestones."

Travel Tourism projects:-

"Collaborated cross-functionally on travel and tourism projects, ensuring transparency and delivering high-quality customer service."

"Supported travel and tourism initiatives through meticulous practices, contributing to successful project outcomes and client retention."

Real Estate projects:-

"Successfully managed the sale of residential properties, achieving a 15% increase in sales volume within six months."



"Led a team in the development and launch of a marketing campaign that resulted in a 20% increase in property inquiries."

"Negotiated commercial lease agreements, optimizing rental income by 10% for a portfolio of properties."

"Coordinated property inspections and facilitated client meetings, ensuring high satisfaction and repeat business."

"Implemented a digital marketing strategy that enhanced online presence, generating a 25% increase in website traffic and leads."

Pharmaceutical projects:-

"Led the clinical trial of a new drug, adhering to strict regulatory guidelines and achieving FDA approval ahead of schedule."

"Developed and executed a marketing strategy for a new pharmaceutical product, resulting in a 15% market share gain within the first year."

"Collaborated with cross-functional teams to launch a product line extension, contributing to a revenue increase annually."

"Conducted market research and competitive analysis to identify growth opportunities, leading to the successful introduction of a niche product."

"Managed the transition of a product from development to commercialization, ensuring seamless integration and market readiness."

Primary School English Teacher projects:-

"Designed and implemented engaging lesson plans aligned with curriculum standards, resulting in a 15% improvement in student performance."

"Led extracurricular activities such as drama club and spelling bees, fostering creativity and language skills among students."

"Implemented differentiated instruction strategies to cater to diverse learning needs, resulting in a 20% increase in student participation and engagement."

"Collaborated with parents and guardians to provide regular feedback on student progress, ensuring a supportive learning environment."

"Organized and supervised field trips to enhance students' understanding of English language and literature in real-world contexts."

● **HONOURS AND AWARDS**

Education documents

All my education documents

Primary education Passed

Secondary Education Passed

High school Education Passed

Bachelor education passed

Airlines course

1-Air fare calculation

2-Amadeus GDS

3-Galileo GDS

4-Abacus GDS

5-International Air Transport Association

<https://www.iata.org> > finance > bsp

Billing and Settlement Plan (BSP)

Experience & Qualified

Details on my website



<https://adnan-sajjad.webnode.page/>

Link <https://youtube.com/shorts/jAPyVsNxjA?feature=shared>

HOBBIES AND INTERESTS

My hobbies interests and strength

My Interest:-

Accounting, Travel & Tourism, real estate, pharmaceutical, customer services

My Strength is to Be unique

Hope.

My Hobbies:-

Watching TV.

Listen music.

Surfing Internet

Clean & hygiene living place

Plantation

YouTube watching making videos songs

Getting successful people thinking style

Link <https://www.youtube.com/@adnansajjad786>

CAREER OBJECTIVE

Career objective

To acquire a demanding position as a utilizing accounting & Travel Tourism and customer services skills and business education to

provide the best level of

support to organization.

Easily Learn Any Software & Business nature.

Excellent communication and interpersonal skills.

Eager to apply sales knowledge and use a people-oriented attitude to strengthen customer

Strong travel and tours skills

Links https://www.youtube.com/watch?v=GO_VWHMakyc | https://youtu.be/_7uSqCKmtq8?feature=shared | <https://youtube.com/watch?v=CUjCGz0C8I8> | <https://youtube.com/watch?v=z5cvEOxf2CU>

ORGANISATIONAL SKILLS

Swift Travels Pvt Ltd Job Certificate I'd card

Swift Travels Pvt Ltd

Karachi Pakistan

Job certificate

From 01-Jan-2001 to 30-Nov-2007

Givon health company job certificate

Givon health company

Job certificate

Concepts travel Pvt Ltd

My company

Registration certificate

Department of tourist services licence

I'd card

Swan printing factory sdn

Swan printing factory sdn

Security & safety officer



Job
Malay

Golden travel services job

Golden travel services
Job
Accountant

"I am actively seeking opportunities with registered foreign employers or business partners for employment or business ventures. I am open to receiving a provisional job offer or business sponsorship letter. I will independently cover my visa, work permit, and airfare costs. I look forward to understanding the company benefits and ensuring all necessary processes are coordinated with legal professionals to ensure compliance. Thank you for your consideration; I look forward to your response."

H No.R-852 Sector 15 A-2 Buffer Zone North Nazimabad Sindh Karachi Pakistan 75850
(South Asia) , 02/04/2025

Adnan Sajjad