

ZEESHAN MUHAMMAD

Cell: +92 300 5856216

Email: zeeshan216@gmail.com

OBJECTIVE:

To work in an organization that is dynamic provides an innovative, challenging and rewarding career and practices professional excellence and has a progressive development plan to nurture their skills and talents and progress in their chosen area.

EDUCATION:

M.A.	Political Science	2018	University of Peshawar
B.A.	Political Science	2008	University of Peshawar
FCS	Computer Science	2006	BISE Peshawar
SSC	Science	2004	BISE Kohat

CERTIFICATES:

MS Office	Skills Development Council Peshawar
Web Designing	Skills Development Council Peshawar
Ticketing & Reservation	Skills Development Council Peshawar
English Language Advance	Skills Development Council Peshawar

LANGUAGES:

English
Urdu
Pashto

COMPUTER SKILLS:

MS Word
MS Excel
MS PowerPoint

TICKETING SKILLS:

Galileo GDS
Sabre GDS
Amadeus GDS
Worldspan GDS

EXPERIENCE:

DISTRICT LIAISON OFFICER

Micro Merger Pvt Ltd Peshawar
October 2023 to Present

- Keep close communication with field staff for timely receiving data from field.
- Inform concerned person if there is any delay in data receiving or error in data.
- Update on daily basis for data status.
- Make a check and balance for data quality and accuracy.
- Communicate to senior management through emails regarding project updates and reports.
- Maintain and update reports on time required by authorities for sharing to officials.
- Any report preparation ordered by authorities.

DATA QUALITY OFFICER

Micro Merger Pvt Ltd Peshawar

January 2023 to September 2023

- Responsible for performing verification work on the database. entering data, updating, verifying the filed data and ensuring the accuracy and confidentiality of information recorded
- Ensure the quality and accuracy of data.
- Follow the instructions given by DLO/Data Analyst for entering data and try to finish daily assigned work before leaving.
- Randomly verify that the data entered by DMOs are correct and that in terms of spellings, number of fields or coding and all other aspects of data entry, no mistake has been done.
- Identify all mistakes, communicate to the DLO as well as relevant DMO and keep a check so that such mistakes are not repeated

DATA MANAGEMENT OFFICER

Micro Merger Pvt Ltd Peshawar

December 2018 to December 2022

- Performing data entry work using proprietary software entering data, updating, verifying the filed data and ensuring the accuracy and confidentiality of information record.
- Ensure the quality and accuracy of data entered.
- Follow the instructions given by Team Lead for entering data and try to finish daily assigned work before leaving.
- Any Other Task Assigned by Coordinators related to Data Compilation to distribute the workload.

TRAVEL CONSULTANT

Talha Travel Agency Peshawar

May 2013 to February 2018

- Promote particular destinations, tour packages and other travel services
- Planned and evaluated sales activities in local as well regional markets
- Handled with great care customer grievances and complaints
- Serving clients for Omra services
- Voucher creation for hotels

TRAVEL CONSULTANT

Zam Zam Corporation Peshawar

February 2009 to April 2013

- Promote particular destinations, tour packages and other travel services
- Planned and evaluated sales activities in local as well regional markets
- Handled with great care customer grievances and complaints
- Serving clients for Omra services
- Voucher creation for hotels

REFERENCE:

Reference will provide if required

