



Tabish David

Date of birth: 19 Dec 1997

Nationality: Pakistani

Gender: Male

CONTACT

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ABOUT ME

Highly motivated and committed professional with over three years' experience in **Travel and Tourism Industry**. Experienced in all aspects of the Travel and Tourism Industry, including Hotel and Flight Reservations. A pleasant, friendly and helping personality.

WORK EXPERIENCE

15 MAR 2021 – CURRENT – Islamabad, Pakistan

Travel booking agent

Travel Destination Online

1. Research destination and travel prices.
2. Research and study clients' specifications and wishes.
3. Suggest suitable travel options that best suite clients' needs.
4. Plan and organize travels.
5. Book tickets, reserve accommodation, organize rental transportation.
6. Collect deposits and balances.
7. Offer and promote different services and offerings.
8. Build and maintain relationships with clients.

1 APR 2019 – 30 NOV 2019 – Islamabad, Pakistan

Hotel Receptionists

City Home International Hotel

1. Greet all guests and assist them with check-in and check-out.
2. Maintain a positive attitude and friendly demeanor.
3. Respond to all guest questions and requests.
4. Answer and forward phone calls.
5. Manage guest bookings and reservations.
6. Keep a tidy and orderly workspace.
7. Assist with administrative and clerical tasks as needed.

14 JUN 2017 – 28 FEB 2019 – Islamabad, Pakistan

Hotel Receptionists

Hotel Crown Plaza

1. Welcome and greet guests.
2. Answer and direct incoming calls.
3. Inform guests of hotel rates and services.
4. Make and confirm reservations for guests.
5. Ensure proper room allocation.
6. Register and check guests in.
7. Verify guest's payment method.
8. Verify and imprint credit cards for authorization.
9. Issue room keys and direct guests to their rooms.
10. Maintain clear and accurate records of guest room bookings.
11. Compute all guest billings, accurately post charges to guest rooms and house accounts.
12. Provide accurate information about local attractions and services.
13. Complete and maintain any incident reports, daily activity reports or other reports requested by management.
14. Close guest accounts and check guests out.
15. Process accurate payment of guest accounts.
16. Inform housekeeping when rooms have been vacated and are ready for cleaning.
17. Enforce rules and policies of the hotel.
18. Maintain a neat and orderly front desk and reception area.

EDUCATION AND TRAINING

1 APR 2019 – 9 JUL 2021 – 2 Ashfaq Ahmed Rd, H-8/2 H 8/2 H-8, Islamabad, Islamabad Capital Territory, Islamabad, Pakistan

Bachelor of Arts

Allama Iqbal Open Universty

<https://aiou.edu.pk/>

5 NOV 2020 – 1 MAR 2021 – 14-O, adjacent Bank of Punjab, F-8 Markaz (Ayub Market), Islamabad, Pakistan

Diploma in Professional Travel Services

College of Tourism & Hotel Management (COTHM)

<https://cothm.edu.pk/>

1 AUG 2016 – 18 DEC 2018 – Ashfaq Ahmed Rd, H-8/2 H 8/2 H-8, Islamabad, Islamabad Capital Territory, Islamabad, Pakistan

Intermediate

Islamabad Model Postgraduate College

1 JUN 2013 – 10 JUN 2016 – H-8/4 Islamabad, Islamabad, Pakistan

O level's

The City School

<https://thecityschool.edu.pk/the-city-school-pakistan-campuses/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

OTHER LANGUAGE(S):

English

Listening B1	Reading B1	Spoken production B1	Spoken interaction B1	Writing B1
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DIGITAL SKILLS

Sabre Red Workspace / MS Office (Word, Excel, Powerpoint, Outlook) / Zoom / Skype / Gmail / PowToon

Abilities

Good time management / Critical thinking / Responsibility / Organizational and planning skills / Written and Verbal skills / Motivated / Good listener and communicator / Detail-Oriented / Flexibility / Reliability / Decision-making / Team-work oriented / Creativity