

Ali Yaseen Hasan Maki

Nationality: Bahraini

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Own Car: Available

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Career Objective

Seeking for job to obtain a position within my skills or experience field or any other field that will enhance my career and suites my qualifications and skills

Professional Experience

• **Mata Tourism & Travel**

March 2010 – Present

Reservations Ticketing & Department holidays

- Make travel, accommodation and related bookings.
- Handling Airplane.
- Confirm bookings and notify clients of luggage, passport, visa and currency requirements
- Issue tickets for travel, accommodations vouchers and all relevant documentation
- Collect payments and maintain records of transactions
- Reponding to all phones enquiries proptly, and in a friendly manner.
- Ability to achieve branch, team sales and profitability objectives.
- Researching travel option & presenting the best deals in terms o requirments.
- Building strong relationships with clients.
- Ensure all bookings & reservations are processed accurately.
- Maintain monthly accounting, in preparation of month end petty cash reports and staff sales reporta

• **Ahli United Bank**

(2007 – 2010)

1- Risk Control & Compliance Unit (Credit Dept)

- Preparing real estate valuation and send them to the customers.
- Registering and updating of Al-Hassad Certificates.
- Sending booking loan memos to the relevant departments.
- Day to day filing of credit approved applications of banks, customers, bonds and other investments and their relevant memos.
- Controlling credit files in & out.
- Enhancing day to day filing system to keep professional track of the files.

2- Direct Marketing (Retail banking representative)

- Computer shop (solved the problems in pc & install network and more than that)
- Worked in FU-COM International (GEANT) as sales man

Education

- **Shaik Abdullah technical secondary school**

1999 – 2002

- **University Of Bahrain diploma in computer science engineering**

2002-2006

- **Course one month (Customer Server)**

Supplementary Attributes:

- **Strong travel coordination skills.**
- **Experience of marketing local and worldwide travel destinations.**
- **Able to develop relationships with suppliers to obtain cost effective prices.**
- **Good at building long-term relationships**

Computer Skills:

- Good experience in Sabre.
- Good experience in altiya sestem (airport sestem)
- Good experience in sites hotel reservation.
- Good experience in MS Office.
- Computer Literate (software and hardware).
- Excellent ability to grasp, use new computer languages, programs.

Personal Skills:

- Negotiation and Persuasion
- Decision Making & Problem solving
- Specializes
- Perseverance and motivation
- Professionalism
- Work effectively with multi-disciplinary teams
- Flexible, reliable and dependable hard-worker
- Motivated self-starter with a strong desire to learn
- Very good experience with car engines.
- Multitasking

Languages:

- Arabic
- English

References are available upon request.