

BILAL ASHRAF

AL KHOBAR, EASTERN, SAUDI ARABIA | b.ashraf@live.com | +966552115545



Seeking **entry-level position** in a dynamic organization where I can utilize my skills and contribute towards the productivity of the organization.

EXPERIENCE

IT STARTUP MAR2019 – AUG2023 AL KHOBAR

Assisted in Marketing / Sales / Inventory

LNIA CONTRACTING JAN2009 – JUN2015 AL KHOBAR

Assistant to Management

Coordinated and prepared RFQs, Invoices, POs, Copying, Scanning, Emailing and other assigned tasks in the office. Document Controlling – organized internal filing system and records.

Created presentations for corporate client heads prior to commissioning projects.

Handled monthly and quarterly assessments and forecasts of company's performance.

Maintained professional client relationships that meet company core values.

Marketing Communications for updates of services to clients.

QATAR AIRWAYS DEC2005 – MAY2006 AL KHOBAR

Marketing Assistant

Maintained and implemented marketing strategies to meet the set airline objectives. Prepared station Business Plan/Marketing Budget for the fiscal year in coordination with the Managers.

Evaluated passenger research, market conditions including 160 major travel agents, competitor data and implemented station marketing plan alterations as needed under the supervision of Managers.

Handled 160 Travel Agents through-out the Eastern Province for price promotions, sales kits and group packages and for a strong understanding of consumer and market dynamics and requirements in coordination with the District Sales Manager and the Sales team.

Achieved frequent and timely media coverage across all available media.

Represented Qatar Airways in several sponsored events including a three-day Airlines Exhibition in Saudi ARAMCO Complexes in different cities and International School Events.

Handled Privilege Club Frequent Flyer Program in the Eastern Province.

Monitored Daily flight uplifts (SLS) & directed the sales team to target devolved market.

Handled passenger complaints relating to tickets, baggage and compensation.

On-job Airline training course listed on the side.

Occasionally issued PNRs for special holiday itineraries using company's CRS during rush season.

NOTE

PERMANENT RESIDENCE:
SAUDI ARABIA

KSA IQAMA STATUS: VALID
(no yearly iqama fee)

KSA DRIVER'S LICENSE: VALID

PASSPORT: VALID

SKILLS

Excellent communication skills in English language both verbal & written.

Time Management skills.

Email Etiquette skills.

Excellent Presentation skills.

Persuasive with Details & Facts.

High comfort level working in multi-cultural & diverse environment.

IT PROFICIENCY

Knowledge of Basic IT Hardware & Software.

Microsoft Office.

Social Media.

Operational Knowledge of CRM, ERP, SAP based business units.

COURSES

Time Management
By Farookh Sensei -
Qatar Airways

Advanced Accounting
Certificate – BIBF

Bachelor's Degree –
Business Administration

LANGUAGES

English: Fluent

Urdu: Fluent

Arabic: Moderate

Hindi: Fluent