europass



Adnan Sajjad

ID: 4210119304477 | **Work permit:** Pakistan | **Date of birth:** 20 Jul 1979 | **Place of birth:** Karachi , Pakistan | **Nationality:** Pakistani | **Gender:** Male | **Phone:** (+92) 2136940190 (Home) | **Email address:** adnansajjadnew786@gmail.com | **Email address:** adnansajjad786new2025@gmail.com | **Email address:** adnansajjad786new2026@gmail.com | **Email address:** 02136940190adnan@gmail.com | **Email address:** adnansajjad786new@yahoo.com | **Email address:** adnansajjad786new@hotmail.com | **Email address:** adnansajjadnew786@outlook.com | **Email address:** adnansajjad786new@proton.me | **Email address:** 02136940190adnan@proton.me | **Website:** https://sites.google.com/view/adnan-sajjad | **Website:** https://adnansajjad786.wordpress.com | **Website:** https://adnan-laptop-location.web.app/view.html | **Website:** https://adnansajjad786.github.io/portfolio-website/ | **Website:** https://linktr.ee/adnansajjad786 | **Website:** https://campsite.bio/adnansajjad | **Website:** https://portfolio-website-hjo.pages.dev | **Website:** https://adnan-sajjad-portfolio-website.web.app/ | **Website:** https://profound-piroshki-d24591.netlify.app/ | **Website:** https://portfolio-website-m27l.vercel.app/ | **LinkedIn:** www.linkedin.com/in/adnan-sajjad-b48567262/ | **X** https://x.com/AdnanSajjadnew | **Instagram:** https://www.instagram.com/adnansajjad786/ | **YouTube:** https://www.youtube.com/@adnansajjad786 | **Pinterest:** www.pinterest.com/adnansajjadnew786/ | **Tiktok:** www.tiktok.com/@adnan.sajjad.addy | **Mewe:** https://mewe.com/adnan_sajjad | **Facebook:** https://www.facebook.com/profile.php?id=61580769429465 | **Skype:** join.skype.com/IVr202tWLh3t | **Microsoft Teams:** teams.live.com/l/invite/FEAwzpFsG45z8GyIwI?v=g1 | **Google Meet:** https://meet.google.com/dge-ytjp-zdo?pli=1 | **Address:** House No. R-852, Sector 15-A/2, Buffer Zone, North Karachi, Karachi, Sindh, Pakistan, 75850, Karachi , Pakistan (Home)

ABOUT ME

I am a **Financial Analyst, Accounting & ERP Specialist, and Travel & Tourism Professional** with extensive practical experience in financial analysis, accounting support, travel operations, ERP systems, business consulting, digital marketing, and e-commerce.

My experience includes **bookkeeping, financial reporting, accounts reconciliation, budgeting, audit support, IFRS-based accounting processes, and ERP systems**, including Dolibarr, Oracle, FoxPro, Tally, and Microsoft Dynamics 365. In travel and tourism, I have practical experience with **Galileo, Amadeus, Abacus, Sabre, and Worldspan**, including airline reservations, fare calculation, ticketing, visa assistance, travel

planning, and client support.

I have also provided professional services in **digital marketing, e-commerce, real estate, international trade, business consulting, and client relationship management**. My approach combines analytical thinking, operational experience, technology, and practical problem-solving to improve business processes, support informed decision-making, and deliver effective solutions for clients and organizations.

I am committed to **professionalism, integrity, continuous learning, adaptability, and international collaboration**, and I am open to opportunities where my combined experience in finance, ERP, travel and tourism, and business services can contribute to organizational growth and operational efficiency.

Additional professional information and portfolio are available at:
https://sites.google.com/view/adnan-sajjad

Contact Email:
adnansajjad786new@hotmail.com

EDUCATION & TRAINING

1 Nov 2019 - 1 Jan 2025 - KARACHI, PAKISTAN

VOCATIONAL PROFESSIONAL EDUCATION CERTIFICATE & TRAINING- CONCEPTS TRAVEL PVT LTD

(1)

Practical Training in Travel Tourism operation ERP IFRS certificate

- Training in .ERP IFRS Travel Tourism operation
- **NQF & EQF Level 5**

(2)

Practical Training in Billing Settlement Plan (BSP)

- BSP Billing Settlement Plan GDS Training Certificate
- **NQF & EQF Level 5**

(3)

Practical Training in Global Distribution Systems (GDS)

- Training in Amadeus, Galileo, Sabre, Abacus, Worldspan, BSP.
- **NQF & EQF Level 5**

(4)

Practical Training in ERP & IFRS-Based Financial Systems

- Training in Microsoft Dynamics 365, Tally, Oracle, FoxPro.
- **NQF & EQF Level 5**

Level in EQF: 5 | **National classification:** LEVEL 5 | **Website:** https://sites.google.com/view/adnan-sajjad

Link

https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-certi-edu-nqf-5-eqf-5

1 Mar 2008 - 1 Jan 2025 - KARACHI, PAKISTAN

VOCATIONAL PROFESSIONAL SKILLS CERTIFICATE & TRAINING- CONCEPTS TRAVELS PVT LTD

English Proficiency Certificate

Issued by Concepts Travel Pvt. Ltd. – professional fluency in written and spoken English.

NQF & EQF Level 5

Digital Skill Certificate

- **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)**
- **Digital Communication & Collaboration Tools**

- **Data Entry & Documentation Management**
- **Basic IT Operations & Troubleshooting**
- **Professional Use of Internet & Email Systems**

NQF & EQF Level 5

Level in EQF: 5 | **National classification:** level 5 | **Website:** https://sites.google.com/view/adnan-sajjad

Link

https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-skill-cer-nqf-5-eqf-5

1 Jan 2001 - 30 Dec 2003 - KARACHI , PAKISTAN

HIGHER EDUCATION-LEVEL QUALIFICATIONS HEQ 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)**
- *Faculty of Business Administration & Commerce*
- **University of Karachi**
    - **Group:** Commerce
    - **Duration:** 2 Years (Part I & II)
    - **Institution:** University of Karachi
    - **Study Period:** 2001 – 2003
    - **Examination Year:**2003
    - **Result:**Second Division – 789/1500 (52.6%)
    - **Roll No:** 7453/2001 | **Seat No:**5031
    - **Mark Sheet Issued Date:**22 March 2004
    - **Degree Certificate Issued Date:**22 March 2005
    - **Education Type:**Higher Education – Full Bachelor's Degree (2 Year) Associate Degree / Short-cycle.
    - **Recognized Qualification Level:**
        - **NQF Level:**6 (Pakistan)
        - **EQF Level:**5 (Europe)
-

Field(s) of study: Business Administration | **Final grade:** Second division | **Level in EQF:** 5 | **National classification:** NQF level 6 | **Type of credits:** Marks | **Number of credits:** 789 out of 1500 (52.6% | **Website:**

https://sites.google.com/view/adnan-sajjad

Links https://www.youtube.com/watch?v=TfBXOAW_Bt0 |

https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-heq-edu-nqf-6-eqf-5

1 Jan 1999 - 31 Dec 2000 - KARACHI , PAKISTAN

HIGHER EDUCATION-LEVEL QUALIFICATIONS HEQ BACHELOR OF SCIENCE (BSC HONS) IN APPLIED CHEMISTRY, 2000 THEN CHANGED TO BACHELOR OF COMMERCE (BCOM)- UNIVERSITY OF KARACHI

- **Bachelor of Science (B.Sc. Hons) in Applied Chemistry – Incomplete**
- *Department of Chemistry*
- **University of Karachi**
    - **Faculty:** Science
    - **Program Type:** Hons (4-Year Program)– Discontinued after Part I
    - **Admission Year:** 1999
    - **University Admission Serial Number:** 2999
    - **Study Duration:** 1999 – 2000 (Part I Completed)
    - **Status:**Discontinued after 1st Year; Switched to Commerce
    - **Education Type:**Higher Education – Partial Bachelor's Degree
    - **Recognized Qualification Level:**
        - **NQF Level:**6 (Pakistan)
        - **EQF Level:**5 (Europe)

Field(s) of study: Education science | **Level in EQF:** 5 | **National classification:** NQF Level 6 | **Website:** https://sites.google.com/view/adnan-sajjad

1 Jan 2000 - 31 Dec 2000 - KARACHI , PAKISTAN

VOCATIONAL EDUCATION DIPLOMA & TRAINING (VET) 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

Basic Air Ticketing and Tariff certificate.

Basic advance fare ticketing Certificate

Grace Institute of Technology – 75% (Basic), 89% (Advanced).

NQF & EQF Level 5

Field(s) of study: Information and Communication Technologies | **Final grade:** Aggregate Scores: 75% (Basic) & 89% (Advanced) | **Level in EQF:** 5 | **National classification:** LEVEL 5 | **Type of credits:** Aggregate Scores: 75% (Basic) & 89% (Advanced) | **Number of credits:** Aggregate Scores: 75% (Basic) & 89% (Advanced) | **Website:** https://sites.google.com/view/adnan-sajjad

Links https://youtube.com/shorts/jAPyVsNxnJA?feature=shared |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/vocational-prof-dip-edu-nqf-5-eqf-5

1 Aug 1999 - 1 Aug 2001 - KARACHI , PAKISTAN

HIGH SCHOOL CERTIFICATE HSC - PART 1 & 2 (COMBINED) (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

Group: Commerce
Grade: 11 & 12 (Combined)
Register Type: Private Candidate
Institution: Board of Intermediate Education Karachi (BIEK), Pakistan
Education Type:HSC - Part 1 & 2 (Combined) - NQF Level 4 (Pakistan)
Study Year:01-Aug-1999 to 01-Aug-2001
Exam Year:2001
Marks Obtained:490 out of 1100
Percentage:44.54%
Grade/Division:D
Roll Number (Mark Sheet):62067
Mark Sheet Serial Number:011519
Mark Sheet Book Number:116
Mark Sheet Issued Date:13-Jul-2002
Recognized Qualification Level:

- **NQF Level 4 (Pakistan)**
- **EQF Level 4 (Europe)**

Field(s) of study: Education | **Final grade:** D | **Level in EQF:** 4 | **National classification:** LEVEL 4 | **Type of credits:** Marks | **Number of credits:** 490 out of 1100 | **Website:** https://sites.google.com/view/adnan-sajjad

Links

https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-hsc-1-2-edu-nqf-4-eqf-4 |

https://youtube.com/shorts/jAPyVsNxnJA?feature=shared

1 Aug 1996 - 1 Aug 1997 - KARACHI , PAKISTAN

HIGH SCHOOL CERTIFICATE 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

Group: Science
Grade: 11
Register Type: Full-time Regular Student
Institution: Government St. Patrick's College, Karachi, Pakistan
Education Type: HSC - Part 1 (Grade 11) - NQF Level 4 (Pakistan)
Study Year:01-Aug-1996 to 01-Aug-1997
Exam Year:1997
Marks Obtained:284 out of 550
Percentage:51.63%
Grade/Division:C
Roll Number (Mark Sheet):59586
Mark Sheet Serial Number:014416
Mark Sheet Book Number:145
Mark Sheet Issued Date:20-Sep-1997
Recognized Qualification Level:

- **NQF Level 4 (Pakistan)**
- **EQF Level 4 (Europe)**

Then i Switched to Private Commerce

Field(s) of study: Education science | **Final grade:** C | **National classification:** LEVEL 4 | **Type of credits:** MARKS | **Number of credits:** 284 out of 550 | **Website:** https://sites.google.com/view/adnan-sajjad
Links https://youtube.com/shorts/jAPyVsNxnJA?feature=shared |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/higher-hsc-1-2-edu-nqf-4-eqf-4

1 Mar 1995 - 31 Mar 1996 - KARACHI , PAKISTAN

SECONDARY SCHOOL CERTIFICATE SSC PART 2 (10TH CLASS), SCIENCE GROUP 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 KARACHI

Group: Science
Grade: 10
Register Type: Full-time Regular Student
Institution: City Model Secondary School, Karachi, Pakistan
Education Type: SSC - Part 2 (Grade 10) – *NQF Level 3 (Pakistan)*
Study Year:01-Mar-1995 to 01-Mar-1996
Exam Year:1996
Marks Obtained:612 out of 850
Percentage:72%
Grade/Division:A
Roll Number (Mark Sheet):152966
Mark Sheet Serial Number:001859
Mark Sheet Issued Date:05-Aug-1996
Matriculation Certificate Number:K-001914
Matriculation Certificate Issued Date:20-May-1998

Recognized Qualification Level:

- **NQF Level 3 (Pakistan)**
- **EQF Level 3 (Europe)**

Field(s) of study: Education science | **Final grade:** A | **Level in EQF:** 3 | **National classification:** LEVEL 4 | **Type of credits:** Marks | **Number of credits:** 612 out of 850 | **Website:** https://sites.google.com/view/adnan-sajjad

Links

https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/secondary-ssc-2-edu-nqf-3-eqf-3 | https://youtube.com/shorts/jAPyVsNxnJA?feature=shared

1 Mar 1994 - 1 Mar 1995 - KARACHI , PAKISTAN

SECONDARY SCHOOL CERTIFICATE 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

Group: Science

Grade: 9

Register Type: Full-time Regular Student

Institution: City Model Secondary School, Karachi, Pakistan

Education Type: SSC - Part 1 (Grade 9) – *NQF Level 2 (Pakistan)*

Study Year:01-Mar-1994 to 01-Mar-1995

Exam Year:1995

Marks Obtained:322 out of 425

Percentage:75.76%

Grade/Division:A

Roll Number (Mark Sheet):003584

Mark Sheet Serial Number:003458

Mark Sheet Issued Date:14-Sep-1995

Recognized Qualification Level:

- **NQF Level 2 (Pakistan)**
- **EQF Level 2 (Europe)**

Field(s) of study: Education | **Final grade:** A | **Level in EQF:** 2 | **National classification:** LEVEL 1 | **Type of credits:** marks | **Number of credits:** 322 out of 425 | **Website:** https://sites.google.com/view/adnan-sajjad

Links

https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/secondary-ssc-1-edu-nqf-2-eqf-2 | https://youtube.com/shorts/jAPyVsNxnJA?feature=shared

1 Apr 1991 - 31 Mar 1994 - KARACHI , PAKISTAN

MIDDLE EDUCATION (GRADES 6–8)- CITY MODEL PRIMARY & SECONDARY SCHOOL

Middle Education (Grades 6–8)

Institution: City Model Primary & Secondary School, Karachi, Pakistan

Address: D-6 Block N North Nazimabad Karachi Pakistan 74700

Tel No 6671844, 6642347

Education Level: Middle School – *NQF Level 1 (Pakistan), EQF Level 1 (Europe)*

Grade Academic Year

6 01-Apr-1991 to 31-Mar-1992

7 01-Apr-1992 to 31-Mar-1993

8 01-Apr-1993 to 31-Mar-1994

Study Years: 01-Apr-1991 to 31-Mar-1994

Completion Grade: Grade 8

Recognized Qualification Level:

- **NQF Level 1 (Pakistan)**
- **EQF Level 1 (Europe)**

Field(s) of study: Education | **Final grade:** A | **Level in EQF:** 1 | **National classification:** LEVEL 1 | **Website:** https://sites.google.com/view/adnan-sajjad

Links https://youtube.com/shorts/jAPyVsNxnJA?feature=shared |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/prmary-and-middle-edu-nqf-1-eqf-1

1 Apr 1986 - 31 Mar 1991 - KARACHI, PAKISTAN

PRIMARY EDUCATION (GRADES 1–5)- FALCON PUBLIC SCHOOL,FEDERAL B AREA KARACHI PAKISTAN

Primary Education (Grades 1–5)

Institution: Falcon Public School, Karachi, Pakistan

Address: Federal B Area Karachi Pakistan

Education Level: Primary School – *NQF Level 1 (Pakistan), EQF Level 1 (Europe)*

Grade Academic Year

1 01-Apr-1986 to 31-Mar-1987

2 01-Apr-1987 to 31-Mar-1988

3 01-Apr-1988 to 31-Mar-1989

4 01-Apr-1989 to 31-Mar-1990

5 01-Apr-1990 to 31-Mar-1991

Study Years: 01-Apr-1986 to 31-Mar-1991

Completion Grade: Grade 5

Recognized Qualification Level:

- **NQF Level 1 (Pakistan)**
- **EQF Level 1 (Europe)**

Field(s) of study: Education | **Level in EQF:** 1 | **National classification:** 1 | **Website:** https://sites.google.com/view/adnan-sajjad

Links https://youtube.com/shorts/jAPyVsNxnJA?feature=shared |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education/prmary-and-middle-edu-nqf-1-eqf-1

WORK EXPERIENCE

1 JAN 2001 - 30 NOV 2007 - KARACHI , PAKISTAN

FINANCIAL ANALYSTSWIFT TRAVELS PVT LTD

Accounting & Finance:

- Managed **bookkeeping, invoicing, and refund receipts (CV-RV, RF)**.
- Processed **purchase orders, payment vouchers (PV), and expense vouchers (JV)**.
- Handled **petty cash, employee timecards, and bank reconciliations** across cash, credit, and bank ledgers.
- Maintained **GST, WHT/VAT records**, prepared **profit & loss statements**, and filed **annual reports, corporate tax returns, and VAT/GST returns**
- Supported **month-end, quarter-end, and year-end financial closure**, and prepared financial insights for management.

Travel & Tourism:

- Managed **visa applications** including Visa Letter preparation, VFS Global services, and embassy correspondence.

- Organized **travel bookings** for hotels, apartments, cars, and tours for individual, family, and corporate clients.
- Proficient in **airline reservation systems**: Galileo, Amadeus, Abacus for fare calculation, ticketing, and client support.
- Assisted clients with **travel planning, document collection, and travel insurance coordination**.

Audit & Compliance / Administration:

- Assisted in **audit preparation**, compiled reports, and liaised with auditors, clients, and lawyers.
- Mentored **junior staff** , streamlined accounting processes, and ensured **accuracy and efficiency**.
- Managed **government and bank documentation** including bank guarantees, company certificates, licenses, and articles of incorporation.

Software & Technical Skills:

- **ERP / Accounting Software:** FoxPro, Oracle
- **Airline Reservation Systems:** Galileo, Amadeus, Abacus
- **Productivity & Design:** MS Office (Excel, Word), Adobe Photoshop, TeamViewer, website management

Additional Links / References:

- Swift Travels Pvt Ltd LinkedIn: https://www.linkedin.com/company/swift-travels
- **Swift Travels Facebook:** https://m.facebook.com/SwiftTravel/
- **Adnan as Accountant Services:** YouTube : https://youtube.com/watch?v=CUjCGz0C8I8
- **Adnan Travel & Tourism Services:** YouTube : https://youtu.be/_7uSqCKmtq8?feature=shared
- **Work Experience Documents:** Website : https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/financial-analyst-work-experience

Business or sector Information and communication | **Department:** Travel agency | **Email:** swifttravel@hotmail.com | **Website:** https://m.facebook.com/SwiftTravel | **Link:** https://www.linkedin.com/company/swift-travels?originalSubdomain=pk | https://youtube.com/watch?v=CUjCGz0C8I8 | https://youtu.be/_7uSqCKmtq8?feature=shared | https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/financial-analyst-work-experience

1 JAN 2008 - 31 MAY 2012 - KARACHI , PAKISTAN

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

Travel & Tourism Management:

- Managed **sales and marketing initiatives** to promote travel services and increase customer acquisition.
- Established and maintained strong **client and partner relationships** with airlines, travel agents, and corporate clients.
- Oversaw **booking and ticketing operations** using **Amadeus and Galileo** systems to ensure seamless travel arrangements.
- Supervised **office setup and daily operations**, ensuring efficient workflows and high-quality customer service.

Team Leadership & Administration:

- Directed employee performance, providing guidance, mentorship, and workflow optimization.
- Managed **installation, networking, and maintenance** of office equipment and software.
- Ensured **company documents, licenses, bank guarantees, and legal certificates** were current and compliant.

Freelancer & Advisory Services (Commission-Based):

- Provided advisory and operational support in **travel, tourism, and financial systems** for various clients.
- Supported **ERP implementation** and financial system accounting for clients across industries.

Additional Services & Operations:

- Coordinated services in **vehicle management, real estate, pharmaceutical sales, educational services, and marketing services**

- Oversaw multiple operational locations in Karachi, ensuring consistent service quality.

Software & Technical Skills:

- Travel Booking Systems: **Amadeus, Galileo**
- **ERP & Financial Systems**
- **Office Software: MS Office Suite, Adobe Tools, TeamViewer**

Operational Locations:

- Plot 2-C, Badar Commercial Street, Phase-V, DHA Clifton, Karachi
- 9B 32F, 1F Commercial Area, M.A.C.H.S, Karachi

Company Status:

- **Temporary Closure**: On 04 May 2012, published an advertisement in the Daily Eemaan Newspaper (Add#SS040512) announcing closure Travel Agency DTG**L3068** but Company (C.R.#0064637). still active Online.
- **Active Online**: The company remains active online under (C.R.#0064637).
-

Related Links / References:

- Adnan Sajjad Website: https://sites.google.com/view/adnan-sajjad
- **Concepts Travels & Tours Website:** https://conceptstravelstoursco.webnode.page/
- **Adnan as Travel & Tourism Services:** YouTube
- **Adnan as Accountant Services:** YouTube

Business or sector Information and communication | **Department:** Travel agency | **Email:** adnansajjadnew786@gmail.com | **Website:** https://sites.google.com/view/adnan-sajjad | **Link:** www.linkedin.com/in/adnan-sajjad-b48567262/ | https://www.youtube.com/watch?feature=shared&v=_7uSqCKmtq8 | https://www.youtube.com/watch?v=CUjCGz0C8I8

1 MAY 2012 - 30 JUN 2014 - KARACHI , PAKISTAN

FREELANCE PROFESSIONAL SERVICES HUB – COMMISSION-BASEDONLINE CONCEPTS TRAVELS PVT. LTD. (C.R. NO. 0064637)

Multi-Sector Freelance Services:

- Provided **travel and tourism solutions**, including itinerary planning, bookings, and visa assistance.
- Delivered **financial accounting support** based on **ERP and IFRS standards** for businesses and clients.
- Executed **digital marketing campaigns**, SEO optimization, social media management, and e-commerce strategy.
- Assisted with **real estate support**, including property advisory and transactional coordination.
- Managed **vehicle coordination and logistics**, ensuring smooth operations for clients.
- Supported **pharmaceutical sales** and **academic consulting**, including scholarship guidance and application assistance.

Skills & Technical Expertise:

- ERP Systems & Financial Accounting: **Dolibarr ERP, IFRS-based reporting**
- Travel Booking Systems: **Amadeus, Galileo, Abacus**
- Digital Tools: **MS Office, Adobe Suite, social media & e-commerce platforms**

Portfolio & References:

- Full Professional Services Portfolio: Linktree , Campsite
- Detailed Services & Work Samples: Adnan Sajjad Website

Department: Services | **Email:** adnansajjadnew786@gmail.com | **Website:** https://sites.google.com/view/adnan-sajjad | **Link:** https://linktr.ee/adnansajjad786

1 JUL 2014 - 31 JAN 2015 - SELANGOR , MALAYSIA

SECURITY GUARD SUPERVISORSWAN PRINTING FACTORY SDN.

Security Officer (12-Hour Shifts – Day/Night):

- Conducted **surveillance and monitoring** using advanced security systems to identify potential threats.
- Implemented **access control procedures** to ensure only authorized personnel entered secure areas.
- Responded promptly to **alarms and emergencies**, assessing situations and taking corrective actions.
- Performed **regular patrols and inspections** to deter unauthorized access and maintain safety.
- Documented **incidents and suspicious activities**, coordinating with authorities as needed.
- Provided **security awareness training** to staff and conducted drills to ensure preparedness.
- Delivered professional **customer service** while maintaining a secure and safe environment.

Warehouse Worker (12-Hour Shifts – Day/Night):OVERTIME

- Managed **inventory**, maintaining accurate stock levels and ensuring timely order fulfillment.
- Operated **forklifts and warehouse equipment**, adhering to safety protocols and maintaining organized storage.
- Assisted in **receiving, inspecting, and sorting shipments**, ensuring proper documentation and storage.
- Handled **order picking, packing, and dispatch**, guaranteeing timely deliveries and high-quality standards.
- Collaborated with team members to **meet daily production goals** and enhance overall warehouse efficiency.

Key Skills & Technical Competencies:

- Inventory Management & Stock Control
- Forklift and Warehouse Equipment Operation
- Shipment Receiving, Sorting, and Documentation
- Order Fulfillment & Dispatch Processing
- Security & Surveillance Operations
- Risk Assessment & Emergency Response
- Customer Service & Team Collaboration
- Warehouse Record Systems & Computer Literacy

Swan Printing Factory Sdn. Bhd.

Company Registration: CO-0-2/4710-X

Location: Lot#5249, Jalan BS 7/1, Bukit Serdang, Selangor, Malaysia

Website: Swan Printing Factory

Adnan as Security Officer:

- Watch video here
- Watch video here

Business or sector Manufacturing | **Department:** Warehouse factory | **Website:** https://www.swanprinting.com.my/ | **Link:** https://youtube.com/watch?v=z5cvEOxf2CU | https://youtube.com/watch?v=PtAn2XtLPAI | https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/warehouse-and-security-work-experience

1 FEB 2015 - 30 JUN 2018 - KARACHI , PAKISTAN

FREELANCE PROFESSIONAL SERVICES HUB – COMMISSION-BASEDONLINE CONCEPTS TRAVELS PVT. LTD. (C.R. NO. 0064637)

Multi-Sector Freelance Services:

- Delivered **travel and tourism solutions**, including itinerary planning, visa assistance, bookings, and client support.
- Provided **financial accounting services** using **ERP platforms and IFRS standards** for businesses and individual clients.
- Executed **digital marketing campaigns**, SEO, social media management, and e-commerce strategy development.
- Offered **real estate advisory services**, supporting property transactions and client guidance.
- Coordinated **vehicle services** and logistics for clients.
- Assisted in **pharmaceutical sales operations** and **academic consulting**, including scholarship guidance and application support.

Technical & Software Skills:

- ERP & Financial Accounting: **Dolibarr ERP, IFRS-based reporting**
- Travel Booking Systems: **Amadeus, Galileo, Abacus**
- Digital Tools: **MS Office, Adobe Suite, social media platforms, e-commerce platforms**

Portfolio & References:

- Full Portfolio & Services: https://linktr.ee/adnansajjad786 ,https://campsite.bio/adnansajjad ,|
- Detailed Services & Work Samples: https://sites.google.com/view/adnan-sajjad

Business or sector Information and communication | **Department:** Freelance Professional Services Hub | **Email:** adnansajjadnew786@gmail.com | **Website:** https://sites.google.com/view/adnansajjad | **Link:** www.linkedin.com/in/adnan-sajjad-b48567262/

1 JUL 2018 - 31 OCT 2019 - KARACHI , PAKISTAN

FINANCIAL ANALYST GOLDEN TRAVEL SERVICES

Accounting & Finance:

- Managed **day-to-day bookkeeping, invoice generation, and refund receipts (CV-RV, RF)**.
- Prepared **journal vouchers (JV), purchase/payment receipts (PV), and petty cash management** .
- Maintained and reconciled **sales & refund ledgers, AP/AR, bank/cash ledgers, credit and expense ledgers**
- Managed **employee wages, tax (WHT), GST/VAT records, asset depreciation, and profit & loss statements**
- Supported **budget planning, financial closures (monthly, quarterly, annual), and annual report filing**
- Assisted in **audit report compilation** and maintained **corporate and government license renewals**.
- Mentored junior staff and implemented **process improvements** for operational efficiency.

Travel & Tourism:

- Managed **visa applications**, including visa letters, travel insurance, document collection, and embassy/consulate communication.
- Coordinated **hotel, car rental, and tour bookings** for individual, family, and corporate clients.
- Operated **airline reservation systems**: Galileo, Amadeus, Abacus for ticketing, fare calculations, and client support.

Software & Technical Skills:

- **ERP & Accounting Software:** Oracle-Based Systems , FoxPro-Based Systems
- **Travel Booking Systems:** Galileo, Amadeus, Abacus
- **Productivity & Design Tools:** MS Office Suite (Excel, Word), Adobe Photoshop, TeamViewer

References & Links:

- Golden Travel Services Website: https://goldentravelservices.business.site
- **Work Experience Portfolio:** Adnan Sajjad Website
- **Email:** gts@hotmail.com

Business or sector Information and communication | **Department:** Travel agency | **Email:** gts@hotmail.com | **Website:** https://goldentravelservices.business.site | **Link:** https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience/financial-analyst-work-experience

1 NOV 2019 - CURRENT - KARACHI , PAKISTAN

FREELANCE PROFESSIONAL SERVICES HUB – COMMISSION-BASED ONLINE CONCEPTS TRAVELS PVT. LTD. (C.R. NO. 0064637)

1. Travel & Tourism Services:

- Managed **comprehensive travel arrangements**, including hotels, flights, car rentals, and tours for individual, family, and corporate clients.

- Coordinated **visa applications**, including visa letters, VFS Global and Gerry's services, document collection, and consulate correspondence.
- Operated **GDS booking systems**: Galileo, Amadeus, Abacus, Sabre, and Worldspan BSP for fare calculations, ticketing, and client support.
- Implemented **ERP integration** for travel bookings, financial processing, and client data management.

2. Accounting & Financial Systems (ERP & IFRS):

- Managed **financial transactions, expense tracking, invoice processing, and payment reconciliation**.
- Experienced with **ERP platforms**: Oracle, FoxPro, Tally, Microsoft Dynamics 365 for AP/AR, ledger reconciliation, and tax records.
- Ensured **IFRS compliance**, preparing bookkeeping, purchase orders, vouchers, P&L statements, and balance sheets.
- Assisted in **audit support, monthly/year-end financial closures, and mentorship** of junior staff on accounting procedures.

3. Digital Marketing & Online Services:

- Developed and executed **online marketing strategies**, including SEO, social media campaigns, and YouTube video production.
- Managed **professional websites** and digital platforms, creating **visually appealing presentations** for clients and promotions.

4. Real Estate & Vehicle Services:

- Managed **buying, selling, and renting** of commercial and residential properties with full documentation.
- Facilitated **vehicle sales, purchases, transfers, and driving license renewals** for clients.

5. Pharmaceutical & Educational Services:

- Assisted with **pharmaceutical sales**, bulk purchases, and distribution management.
- Provided **educational consulting**, including English teaching for kindergarten and primary levels, and scholarship application guidance.

6. Additional Professional Services:

- **Holographic AI Assistant Services** for customer interaction, virtual tourism, and business presentations.
- **E-Commerce Development** and logistics support.
- **Telecommunication Services**: SIM provisioning, fiber internet, VoIP solutions, and hardware distribution.
- **Electric & Smart Home Equipment** sourcing, consultation, and installation.
- **Trade, Import/Export & Consulting Services**: Product sourcing, customs documentation, market analysis, and B2B facilitation.
- **Sales & Business Consulting**: Strategy, sales funnels, brand positioning, and market entry support.

Software & Technical Skills:

- ERP & Accounting Software: Oracle, FoxPro, Tally, Microsoft Dynamics 365
- Travel Booking Systems: Galileo, Amadeus, Abacus, Sabre, Worldspan BSP
- Productivity Tools: MS Office Suite, Adobe Photoshop, website & e-commerce platforms
- Digital Marketing: SEO, social media management, PPC, YouTube video production

Contact & Portfolio:

- Organisation Email: adnansajjadnew786@gmail.com
- **Organisation Website:** https://sites.google.com/view/adnan-sajjad
- **Full Portfolio & Services:** Linktree , Campsite

Business or sector Information and communication | **Department:** Professional Services Hub | **Email:** adnansajjadnew786@gmail.com | **Website:** https://sites.google.com/view/adnansajjad | **Link:** https://linktr.ee/adnansajjad786 | https://campsite.bio/adnansajjad | https://www.youtube.com/watch?v=WfYGV7auC1w | https://www.youtube.com/watch?v=TfBXOAW_Bt0 | https://youtu.be/_7uSqCKmtq8?feature=shared | https://www.youtube.com/watch?v=VMp_CRKaL30 | https://www.youtube.com/watch?v=h3dHZkctZ38 | https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad | https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-cv-2025 | https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-identity-card |

https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-work-experience |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-company-concepts-travel-pvt-ltd |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-travel-history |
https://sites.google.com/view/adnan-sajjad/adnan-sajjad-professional-services |
https://sites.google.com/view/adnan-sajjad/adnan-sajjad-portfolio |
https://sites.google.com/view/adnan-sajjad/contact-adnan-sajjad

SKILLS

Google (Google Meet, Google Docs, Google Classrom, 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 | creating a chart of accounts | ENTERPRISE RESOURCE PLANNING ERP | YouTube Video Content Creator

LANGUAGE SKILLS

Mother tongue(s): **URDU**

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

CAREER OBJECTIVE

1 JAN 2001 - CURRENT

Career Objective: Dynamic Multi-Sector Business Professional

Dynamic Multi-Sector Business Professional

To contribute my experience across travel & tourism, financial analysis, accounting, real estate, business administration, and digital marketing to a dynamic and growth-oriented organization. With experience in **business operations, sales, client relationship management, ERP/accounting systems, and digital campaigns**, I aim to optimize processes, improve service quality, deliver measurable results, and support sustainable business growth. Adaptable to new technologies, software, and evolving business environments, I bring a practical, flexible, and results-oriented approach to diverse business challenges.

ORGANISATIONAL SKILLS

1 FEB 2001 - CURRENT

Organisational Skills

Organisational Skills

1. **Project & Time Management:** Experienced in managing multiple projects and assignments across Travel & Tourism, Financial Analysis, Real Estate, Digital Marketing, and Professional Services while prioritising tasks, meeting deadlines, and achieving business objectives.
2. **Team Leadership & Coordination:** Experienced in leading, coordinating, and collaborating with individuals and cross-functional teams to complete projects efficiently and achieve agreed objectives.
3. **Process & Operations Management:** Skilled in organising and improving accounting, travel, ERP, administrative, and general business processes to enhance efficiency, accuracy, and productivity.
4. **Client & Stakeholder Management:** Experienced in managing client relationships, maintaining client portfolios, coordinating property and vehicle transactions, arranging travel bookings, and providing professional customer service.
5. **Business Administration & Decision-Making:** Able to coordinate administrative activities, organise business information, analyse operational requirements, prioritise tasks, and support effective business decisions.
6. **Digital & Marketing Coordination:** Experienced in coordinating SEO activities, social media campaigns, YouTube content, website projects, e-commerce activities, and technology-related business solutions.
7. **Compliance & Documentation:** Experienced in organising business, financial, tax, audit, licensing, travel, and regulatory documentation and maintaining accurate records.
8. **Multitasking & Adaptability:** Able to manage diverse responsibilities across multiple sectors, adapt to new software and working environments, and handle changing priorities while maintaining attention to detail.

PROJECTS

1 JAN 2001

My projects Selected Professional Projects & Business Initiatives

Financial Analysis & Accounting

• Managed financial reporting, budgeting, client accounts, reconciliations, month/year-end closing, audit support, and IFRS-based accounting processes.

• Prepared financial analysis, forecasting, and management reports to support business decisions.

Travel & Tourism

• Coordinated bookings, visa documentation, itineraries, and travel arrangements for individual, corporate, and group clients.

• Supported ERP/digital tools for travel booking and financial management.

• Developed a Holographic Travel Assistant concept providing travel information, schedules, expense tracking, and interactive guidance.

Real Estate

• Supported residential and commercial property sales, rentals, negotiations, client transactions, and documentation.

• Used digital marketing to promote properties and generate online leads.

Digital Marketing & Content

• Developed SEO, social media, PPC, and content marketing campaigns.

• Managed website, YouTube, digital content, e-commerce, and professional presentation projects.

HR & Career Services

• Prepared customized CVs, cover letters, and job-application materials.

• Provided interview preparation and career-support services.

Education & Scholarship

• Provided scholarship guidance, academic consulting, and student support.

• Developed English lesson plans and educational materials for K–6 learners.

E-Commerce

• Supported online-store development, product presentation, payment integration, customer

engagement, and digital promotion.

AI & Holographic Technology

• Developed concepts for AI and holographic assistants for tourism, customer service, marketing, and business presentations.

• Explored interactive technologies for real-time information and customer engagement.

Pharmaceutical & Vehicle Business

• Supported pharmaceutical sales, distribution, sourcing, and marketing.

• Facilitated vehicle buying/selling, client coordination, and documentation.

Logistics & Shipping

• Coordinated freight forwarding, cargo arrangements, shipping requirements, and import/export documentation.

Smart Home & Electrical Technology

• Provided consultation and sourcing for Wi-Fi smart plugs, automated breakers, lighting, and remotely controlled appliances.

• Coordinated installation requirements and customer support.

Telecommunications

• Supported SIM provisioning, fiber internet, VoIP services, and telecommunications hardware distribution.

Trade, Import/Export & Consulting

• Supported product sourcing, supplier verification, market research, customs coordination, and import/export documentation.

• Facilitated B2B communication and supplier–buyer coordination.

Sales & Business Consulting

• Provided business-development, sales, market-entry, brand-positioning, and growth support for SMEs and startups.

- **• Supported sales-funnel development, client acquisition, and business strategy.**

CONFERENCES & SEMINARS

1 JAN 2002 - 31 DEC 2014

International Air Travel Travel History:

Domestic Travel

Islamabad and Lahore different dates

International Travel:

- **Hong Kong** (Passport # KA-954113)
  - **September 3, 2002 – September 17, 2002**
  - **March 18, 2003 – March 21, 2003**
- **UAE (Dubai)**
  - **July 4, 2003 – July 6, 2003**
- **Sri Lanka**
  - **April 17, 2004 – April 19, 2004**
- **UAE (Dubai)**
  - **September 1, 2005 – September 4, 2005**
- **Thailand**
  - **November 4, 2004 – November 9, 2005**
- **Singapore**
  - **July 6, 2006 – July 9, 2006**
- **Malaysia**
  - **July 10, 2006 – July 12, 2006**
- **Thailand**
  - **January 2, 2007 – January 8, 2007**
- **Malaysia** (Passport # AZ-5574472)

- **July 1, 2014 – February 28, 2015**
- **Paid Employment** in Malaysia

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

HONOURS AND AWARDS

Education documents Honours and Awards:

- Successfully completed Primary, Secondary, and High School Education.
- **Bachelor's Degree in Business Administration**.

Specialized Training and Certifications:

- **ERP (Enterprise Resource Planning) Certification**
- **IFRS (International Financial Reporting Standards) Certification**
- **Air Fare Calculation**
- **Amadeus GDS (Global Distribution System)**
- **Galileo GDS**
- **Abacus GDS**
- **International Air Transport Association (IATA) – Billing and Settlement Plan (BSP)**
- **Professional Training in Travel Concepts**
- **Digital Documentation Training Certificate**

For more details on my qualifications and experience, please visit my personal website:
Adnan Sajjad - Education & Experience
Links https://www.youtube.com/watch?v=TfBXOAW_Bt0 |
https://sites.google.com/view/adnan-sajjad/about-adnan-sajjad/adnan-sajjad-education

HOBBIES AND INTERESTS

My hobbies interests and strength Interests:

- Accounting, Travel & Tourism, Real Estate, Customer Service

Strengths:

- Uniqueness, Optimism

Hobbies:

- Traveling, Watching TV, Listening to Music, Surfing the Internet
- Maintaining a Clean Living Space, Gardening
- Watching and Creating YouTube Videos, Exploring Success Stories.

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

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