



MOHAMED AHSAN SAHABDEEN

IT TECHNICIAN /ADMIN /TRAVEL CONSULTANT

Azairiq Street, New Al Rayyan, Qatar. Mob: 974 31130421/33517082 Email: mdahsan23.4u@gmail.com

RESUME OBJECTIVE

"Seeking a challenging role in IT support, administration, or travel consultancy where I can apply my technical expertise, problem-solving skills, and customer service experience to contribute to business success".

EXPERIENCE

IT CONSULTANT/TRAVEL CONSULTANT

AMAZON TRAVEL AND TOURISM Al Khartiyat- Qatar | 2023-2024

- Provided expert travel advice on destinations, accommodations, and transport options.
- Handled flight bookings, hotel reservations, and complete travel itineraries.
- Maintained records of bookings, payments, and client information for seamless transactions.
- Managed travel changes, cancellations, and refunds efficiently.

IT CONSULTANT/TRAVEL CONSULTANT

GLOBLIZ TRAVELS AND TOURS SERVICES-Matar Qadeem Qatar | 2022-2023

- Developed customized UMRAH packages and managed end-to-end travel arrangements.
- Assisted clients with visa applications and travel documentation.
- Ensured transparent and fair financial dealings in all transactions.

MANAGER/IT ADMINISTRATION SYSTEM POS

HALA LUQIMATY-RESTAURANT (5 Branch) New Rayyan- Qatar | 2019-2022

- Managed restaurant POS systems, IT infrastructure, and daily operations.
- Responding efficiently and accurately to restaurant customer complaints.
- Train new and current employees on proper customer service practices.

Qatar License: 29414409079

SKILLS

Technical Skills

- IT Troubleshooting & Support.
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Entry & Management
- Travel Booking Systems (Sabre, Amadeus)
- POS System Administration.

Soft Skills

- Problem-Solving & Critical Thinking.
- Time Management & Adaptability
- Customer Service & Communication
- Leadership & Team Collaboration

EDUCATION

BICST INSTITUTE-SRILANKA

Diploma in Information Technology

LONDON BUSINESS ACADEMY

Diploma in Accounting.

HIGHER SCHOOL

Ordinary and Advance Level

ADMIN TECHNICIAN/WEIGHBRIDGE OPERATOR

AL KHALIJ QATAR CEMENT COMPANY-Um Baab, Qatar | 2016-2018

- Analyzed departmental documents for appropriate distribution and filing.
- Supported Chief Operating Officer with daily operational functions.
- Assisted in data entry and document management for business operations.

IT CONSULTANT /TRAVEL CONSULTANT– SABRE-AMADEUS

RIFF RAA INTERNATIONAL TOUR & TRAVELS PVT LTD- Sri Lanka | 2013-2015

- Handled client bookings, travel insurance, and document organization.
- Ensured high customer satisfaction by resolving inquiries and complaints promptly.
- Explained benefits of purchasing travel insurance with clients and ensuring complete understanding.

IT TECHNICIAN/DATA ENTRY OPERATOR

ASLAM BIG MART SHOPPING MALL- Sri Lanka | 2012

- Helped senior clerical staff complete daily workloads.
- Strengthened traceability, developing organization systems for contracts, records, reports and agendas.
- Increased customer satisfaction by greeting visitors promptly and professionally.

IT INSTRUCTOR

BRITISH INFO COMPUTER AND SCIENCE TECH INSTITUTE - Sri Lanka | 2013

- Assist and support other personnel in classroom management.
- Train and instruct students, learners and end-users in computer operations.
- Design and develop computer instructional material useful for end-users and learners.

AWARDS

Certificate of Manual Handling Tools from - **DISS Doha**

Certificate of Appreciation from -**Al Khalij Qatar Cement Company, Doha**

Islamic Studies Certificate-**Kashiful Uloom Arabic College, Sri Lanka**

Certificate of Merit in Arabic Calligraphy- **Sri Lanka**

LANGUAGE

- English
- Arabic
- Hindi
- Tamil

-Mohamed Ahsan Sahabdeen