**Mohammed Soliman.**  
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-----------------------------------------------------------------------------------------------------------------------------------------------------------------**Career Objectives**

Energetic, self motivated candidate with robust experience in various type of data analysis, customer service, credit card program and administrative tasks. I seek a position with challenges, in fast pace field with challenges and multi tasks.

**Work Experience**

***Prudential Financial Oct2011 – Nov2011****Associate Reporting Solution*

* Access to reporting tool (Cognos ) to run financial reports relative to Retirement plans
* Update Clients retirement plan overview presentations quarterly to reflect current funds flows/Transactions
* Analyze Financial data derived from clients retirement plans funds
* Prepare special executive reports for high level status to each financial retirement plans

***United Technologies HQ. Feb2009 – Apr 2011****Sr. Administrative Assistant & Business Data Analyst*

* Manage Corp T&E Credit Cards Program $200M full access to data from global reporting systems for analysis.
* Import Business Travel data from global reporting systems , process Data Mapping , and comparative analysis
* Process comparative data analysis for Corp programs as Credit Cards, Hotels, Airlines ,Car rentals
* Update CorporateProgramspends Dashboard – Losses quarterly
* Run monthly delinquency reports through bank reporting system 30K accounts
* Create & Update Presentations for Corporate programs analysis feedback
* Access to various online reporting tools to develop and manipulate reports for raw data extraction
* Link tables from various databases through MS Access and run queries to pull required data- (Corp Level)
* Launch massive communicationsto delinquent accounts monthly
* Track bank program credit losses [Quarterly ]- communicate with high level mgmt on divisional level for solution
* Monitor policy corporate compliance performance
* Monthly communication with Vendors for tracking potential savings opportunities, and performance.
* Manage Corp contracts attributes stored in the online portal to reflect current status
* Daily coverage toGlobal Travel Inbox**,** prompt responses to travelers, suppliers, business units inquiries
* Major contact point to support over 25K Corp Travelers
* Update the internal travel online portal with news to keep the employees up-to-date with Corp Travel Program
* Manage 25K Corp cards profiles to conduct various financial & profiles updates
* Conduct calls with business units Program Administrators –divisional level-to review Program performance
* Financial analysis /update Bank Merchants Codes [400 codes]linked to Corp-Accounts controlling spend limits
* Participate in project management team undertake global transition for Corp travel program to new vendor
* Manage meetings schedules relative to USA transition plan
* Assist tracking transitions issues and ensure solid solutions accordingly.

***Decastro Travel agency Aug2005/Aug2008****Senior Administrative Assistant / Customer Support - Online .*

* First contact point for customers to communicate with the Company requesting packages details/pricing
* Prepare package , proposals , correspondence and , pricing negotiations
* Calculate the packages quotations
* Assist travelers prior/during/post trips to facilitate trip aspects
* Monthly Executive report to analysis for department spend Vs. Income to track new Savings opportunities
* Negotiation with the suppliers the contracts seeking out potential savings, better rates
* Update negotiated contracted rates on the internal online portal to reflect current phase
* Create surveys to track customers satisfactions rate
* Access to internal database to run queries to extract data linked to packages prices, vendors contacts.
* Run reports to view city pairs spend on contacted Airlines Vs. actual Savings and potential savings
* Administrative daily tasks

***The Imaginative Travelers - Jun2000/Jan2004****Travel Counselor / Customer service online Support*

* Prepare Trip Itinerary based on the customer request
* Initiate trip quotations and write the final deal in light of package requirements.
* Focal contact point for travelers to solve problems prior / post trips
* Initiate the trips reservations.
* Build inbound travel department monthly reports and present all for the management.
* Interact with suppliers regularly to get best prices , contact amendments.

**Skills**

**Computer Skills**

* MS Access
* MS Word
* MS Excel
* MS PowerPoint
* MS Outlook
* MS Project 2007
* Lotus Notes
* Online Report Tools

**Professional Skills**

* Work independently
* Problems analysis
* Adapt to changes
* Time Management
* Work & Think Smart
* Cooperative –Flexible
* Quick Learner
* Communicative with all management levels

**Education History**

Hulwan University   
College –Travel Management.   
Major – Bachelor of Travel Administration 1999