**ASHOK**

**Ashok.104124@2freemail.com**

* Over 20 years of logistics, operations and general management administration
* A team player with ability to work under pressure, meet deadlines and firm goals
* Results-oriented, decisive leader and highly motivated and committed to excellence
* Dedicated, target-driven and performance oriented
* Excellent interpersonal skills with ability to operate effectively at all levels

**PROFESSIONAL TRAINING and CERTIFICATIONS**

* Certified KIAC (Key Information Air Cargo System)
* Certified ULD Inspection and Pallet building (Unit load device).
* Certified Tug Operator from FEDEX and Dubai Civil Aviation.
* Certified Forklift Operator.
* Certified ULD Shoring and Aircraft floor tie down..
* Ramp Safety and Handling Fire Extinguisher from Dubai Civil Aviation.

**PROFESSIONAL QUALIFICATIONS**

 **Work Experience**

|  |  |  |
| --- | --- | --- |
| **November 2009-Till Date** | **DFS Middle East** | **Cargo Operations Supervisor** |

**Specific Accountabilities**

* Acceptance & storage of all inbound and outbound cargo
* Buildup of Wide body and narrow body aircraft
* Manifesting of all types of cargo arriving in the airport.
* Sending of all preflight and post flight messages through the SITA communication network.
* Work allocation of staff in various sections like, warehouse, weighing scale operations and road feeder operation
* Coordinating with other departments like Operations, Ramp control, Passenger services.
* Liaising with other government departments like Dept of Customs, Police and Municipality/ Health services with regard to clearance of various types of cargo.

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| --- | --- | --- |
| **November2009-to till date** | **DFS Middle East** | **Cargo Operations Supervisor** |

**Specific Accountabilities:**

* Practice safety at work at all times.
* Supervising all aspects of ground flight handling:
* Assisting with flights and cargo paper work
* Arranging the aircraft and cargo handling equipment’s as required
* Conducting pre-loading cargo inspections
* Supervising aircraft loading and offloading operations
* Any other duties relating to managing the aircraft arrival or departure
* **Supervising or assisting in cargo build-up or breakdown of DFS operated or Chartered flights:**
* Ensuring that the pallet build-up standards are maintained as airworthy
* Ensuring the build-up progress is reported in timely manner
* Reporting any cargo or ULD damage timely and in a prescribed format
* Acceptance of inbound or outbound cargo.
* Attending all company –organized training sessions and following all SOPs and working practices.

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**FEDERAL EXPRESS (Dubai International Airport)** Aug 2004 – May 2009

**Ramp and Hub Operation**

* Secures the airplane and performs related preparation in accordance with AOD / local airport procedures.
* Supports the operation by operating any type of GSE equipment when required, in order to achieve optimal aircraft servicing.
* Supports operational goals by performing all related support duties and by providing contingency cover.
* Produces accurate off-load and on-load sequence instructions and co-ordinates offload and on load in order to optimize the productivity of the operation. Reports any serious and recurring issues to management.
* Enters all relevant Dangerous Goods information in the system. In accordance with the local operational requirements, verifies loading compliance and prepares, verifies all relevant paperwork.
* Co-ordinates all vendor services (aircraft catering, cleaning, and fuelling) and ensures that they are all in place at the required time.
* Handling Inbound and Outbound freight Documents.
* Supervising Loading for all kind of Aircraft – B1900C, FOKKER 27, AIRBUS310-200 & AIRBUS310-300, and DC10-10 & MD11 Freighters.

**ACCOMPLISHMENT AND AWARDS**

## As a team:

* Awarded the International Ramp of the Year since 2004.
* Awarded the Circle of Excellence for the Outstanding Performance and on time departure of Aircraft.
* 100% Flight Safety and FAA Audit.

## As an Individual (BRAVO ZULU Award) :

* for going above and beyond in service.
* for outstanding performance and showing positive attitude towards work and completing any task in minimum time.
* for 100% attendance throughout the years of 2005 – 2008

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**ESTITHMAAR VENTURES –** Dubai Media City May 2002 - Jun 2004

**Admistration Assistant and Secretary**

* Arranging appointments for Managing Director and daliy routine correspondences
* Strategies customer appeal in business enhancement through invitations
* Successfully developed an aggressive consumer promotion and advertising strategy
* Customer service orders and invoices and assiting in market surveys
* Facilitate logistics and arrange delivery of goods and supplies

**SUPER FINE INTERNATIONAL LLC** Jan 2001 – Apr 2002

**Sales and Market Representative**

* Updating and developing new customer profile on existing company products
* Liasie with manufactures and wholesales across the region
* Ensure trading is conducted with agreed credit facilities and follow on cash collections
* Participate in exhibitions and trade show to promote products and services
* Preparation of sales reports for individual business units

**MOST FIRM INTERIORS LLC**  Dec 1993 – Dec 2000

**Factory Warehouse Supervisor**

* Organize global enquires and consolidate purchase to line agents
* Managed sales-marketing team charged with developing innovative approach for competing effectively in a competitive market
* Handle Sales Accounts and developed strategic relations with customers in providing tailored solutions
* Full line product selling that increased earnings by 25%
* Regained 30% of the dormant accounts achieving sales target for the year

**EDUCATIONAL QUALIFICATIONS**

**Pre-University –**1991 - 1993

St. Aloysius College, Mangalore,

Karnataka, India

 **SKILLS AND ATTRIBUTES**

#### Application Skills

* Hardworking and ambitious:
* Willing to put in additional time and effort on a given task and commitment towards excellence.
* Time Management: Demonstrated ability to successfully plan, coordinate and meet deadlines of

multiple assignments

#### Interpersonal Skills

#### Communication: Confident, clear and succinct, both in written and oral English

#### Organizational: Work effectively with diverse group of people

#### Flexibility: Adapt well to changes and pressure in work place

#### Personal Skills

#### Boundary less Attitude: Enthusiast and positive with an extra mile approach

#### Optimistically high and pleasing business ethics and moral judgments

#### Friendly with an upbeat attitude

#### Exceedingly trainable and fast learner

Languages: English (Fluent), Hindi ( Fluent)

Personal Details:

Visa Status: – VISIT VISA (Expiring 15th March2016)

Valid UAE Driving License

**Availability: Immediate join**

CHARACTER REFERENCE: Available upon Request.

This is to certify that the above Information is true and correct with all my knowledge.