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| **ALI**  [Ali.158454@2freemail.com](mailto:Ali.158454@2freemail.com) **Objective** To use my energy and perspective in adding significant value to the organization, achieving the objectives of a challenging career and in developing my business acumen and leadership abilities **PersonalInformation**  * **Date of Birth : 15th Nov 1989** * **Gender : Male** * **Religion : Muslim** * **Visa : Employment** * **Nationality : Pakistan** * **Marital Status : Married**  **Experience: 8 Years’ Experience in different Companies and** **Different fields****Operations Assistant,** **M/S. EPPCO Aviation****Dubai, UAE**  **2015 - Current**  **Responsibilities**   * Check Delivery Reports of Aircraft Fuelling Operations * Checking every day the Delivery Receipts before sending to head office, * Report to the Administrative manager to make adjustment. * Encode in the Oracle the Pipeline and Bridges report received from Jebel Ali * Preparing weekly report for the account that need adjustment * Checking weekly the Differential Pressure of the filter * Help to other operations supervisors if needed * Entering and closing the sales in the Oracle. * Document controller * Help certified EA fuel operators for aircraft fuelling and defuelin**g** * Develop and maintain good working relationships with all staff members * Fuel Operations for VIP Helicopters and VIP Aircrafts * Any other more miscellaneous jobs as required time to time.  **Technical cum Admin Assistant,** **M/S. DASL Technical Services LLC****Dubai, State**  **2013 - 2015**  **Responsibilities**   * Administrative tasks in office, such receive calls and emails. * Company accounts handling, Petty cash, and banks jobs * Analyse incoming memos, submission and reports * Receive and file incoming letters and documents. * Answer and direct phone calls * Organize and schedule meetings and appointments for Managing Director * Scheduled work plan for Labour * Develop and maintain good working relationships with all relevant local Government Bureaus, Agencies and other Authorizations * Visit Sites if needed * Audit for Electrical Machines (Cradle, Mono Rail, Rental Cradle, Fire Alarm System, Water Sprinkler, Heat Detector & Water Pumps for Fire Safety in Buildings) * Inspection and Spot-check on sites * Payments Collection also from Buildings Owner  **IT Technical Support Assistant,****M/S. Academy of Aviation a project of Star Air Aviation** **Karachi, Pakistan**  **2012-2013**  **Responsibilities**   * Installing and configuring computer hardware operating systems and applications * Monitoring and maintaining computer systems and networks * Talking staff or clients through a series of actions, either face-to-face or over the telephone, to help set up systems or resolve issues * Troubleshooting system and network problems and diagnosing and solving hardware or software faults * Replacing parts as required * Providing support, including procedural documentation and relevant reports * Following diagrams and written instructions to repair a fault or set up a system * Supporting the roll-out of new applications * Setting up new users' accounts and profiles and dealing with password issues * Responding within agreed time limits to call-outs * Working continuously on a task until completion (or referral to third parties, if appropriate) * Prioritising and managing many open cases at one time * Testing and evaluating new technology * Conducting electrical safety checks on computer equipment.  **Sales & Marketing Agent, M/S. Premier Travel** **Pvt. Ltd.****Karachi, Pakistan**  **2011-2012**  **Responsibilities**   * Tickets and Tour Packages Sales, Managing budgets * Maintaining statistical and financial records, Planning * Selling holidays and insurance, Meeting profit or sales targets * Preparing promotional materials and displays * Tours Packages Sales and Marketing promoting and marketing the business * Dealing with customer queries and complaints, Providing advice about visas or passports * Recruiting, training and supervising staff, Maintain contact lists * Preparation regularly scheduled reports * Documents controller * Prepare daily, weekly and monthly reports to direct Manager.  **Education**Technical Education.Gov. Mono Technic Institute, Karachi, Pakistan - 2011 Three years Diploma of Associate Engineer in Information Technology Secondary EducationCambridge City Grammar School, Karachi, Pakistan - 2007 Matriculation in Science Group **Certifications in Aviation Industry**  * Passenger Handling from Air Elites (Approved by IATA) * Customer Service from Star Air Aviation * Dangerous Goods Regulations from Air Elites (Certificate Approved by CAA & GAA) * E-Ticketing and Visa Tracking Star Air Aviation (Approved by IATA)  **Expertise**   * IT, Ms-Office, Windows Operate * Technical Engineering, Mechanical * Electrical & Mechanical * Customer Service & Passenger Handling * Correspondence Handling, Inventory Management * Sake Keeping of Client Docs (Cheque, Signed Contract) * Preparing Accounts Payable and Account Receivable * Document controller (currently using Laser Fiche Software) * Report on D/W/M Basis * Visas and ticketing handling * Passport and travel documents Knowledge |