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| **ALI**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 - 2011Three 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
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