**First Name of Application CV No 1681794**

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## **Career Objective**

## To work in a professional, dynamic and vibrant environment that upgrading my skills and knowledge by utilizing experience, education, at its best possible way to ensure the development of the organization.

Work Experiences:

Dubai International Airport U.A.E.

Data Entry / MES Operator January 2010 – Onwards.

**Responsibilities:**

* To ensure proper coding and decoding of the Airline Baggage Tags.
* Report Red scan bags and inform the incidents to the baggage control room.
* Follow safety procedures for handling baggage during flight operations.
* Attending Telephone calls and walkie calls about baggage.

**Other Duties as assigned by the Supervisor.**

* To assist the Team Leader and Supervisor for loading and unloading activities.
* To respond the passenger politely for their complaints regarding ticketing and baggage handling.

**Etisalat Dubai, U.A.E.**

Data Entry OperatorJan 2008 – December 2009.

**Responsibilities:**

* Accurately inputting confidential details into databases.
* Tran-scripting paper-based records to computer files.
* Comparing inputted data with source documents.
* Deleting unnecessary information from the database.
* Processing billing activity and operating office equipments, printers and tape machinces.
* Inputting statistics data into excel spreadsheets.
* Complying with data integrity and security policies
* To verify correct spelling, grammar and punctuation.

**Education:** Secondary School Certificate SSC Arts.

## **Abilities & Strengths**: Dedicated,honest,hard-worker,quick-learner & self-motivated.

**Competencies:** Leadership,Initiative and commitment to achieve,Attention to detail,

 Quality of work.

**Personal Information:**

Date of Birth : 02-11-1988

Marital Status : Married

Languages Known : English, Urdu,Arabic,Pashto, and Punjabi

Sex : Male

Nationality : Pakistani

Religion : Muslim

Visa : Employment

## **Declaration:**

* I hereby declare that the above particulars are true to the best of my knowledge and belief.