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| **Usman Siddique****Visa Status: Resident****Nationality: Pakistan****DOB: 17th Feb 1983****Born & Brought up in UAE****Holding valid UAE driving License****Languages Known: Arabic (basic), English, Urdu** |
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| * **Completed SSC (metric) from Pakistan Islamia Higher Secondary School, Ajman.**
* **GED from Preston University, Ajman.**
* **Galileo Core System from Emirates Aviation College, Dubai.**
* **Galileo 360 Degree Fares from Emirates Aviation College, Dubai.**
* **AutoCad+3D Max.**
* **Hardware A+ course.**
* **CCNA-MCITP.**
* **Holding Electrical Diploma.**
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| **Seeking a Position where I can possibly enhance my skills, abilities and expertise I possess. Where I can be best utilized and sharpen my professional growth and learning. I’m looking forward to dedicating my skills and expertise while being open to the possibility of learning more. I would like to become responsible in the growth of organization.** |

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|  * **Counter Staff in Al Massa Travel and Tourism Agency, Ajman (2003)**
* **Book tickets, Transportation, making hotel reservations, collecting payments.**
* **Use promotional techniques and prepare promotional materials to sell tour packages.**
* **Deal with travel/booking problems, complains or refunds.**
* **Enter data and maintain client records.**
* **Meet profit and sales targets.**
* **Attend travel seminars to remain updates with tourism trends.**
* **Hardware Technician in Net Scope Institute Sharjah (2004—7 months only)**
* **Upgrade existing hardware.**
* **Fixing faulty equipment.**
* **Testing systems to make sure they are working properly.**
* **Servicing printers, scanners and other office equipments.**
* **Preparing cost estimates for new installations.**
* **Multi tasks in Ali Bin Malek Gen Trading LLC, Ajman (2005—2016)**
* **Sales & Marketing Executive :**
* **Analyzing price, demand and competition.**
* **Presenting ideas and strategies.**
* **Promotional activities.**
* **Compiling and distributing financial information.**
* **Organizing sales visits.**
* **Demonstrating/presenting products.**
* **Attending exhibitions/conferences/meetings.**
* **Reviewing sales performance.**
* **Logistics and Customs Clearance Officer (2005—2016)**
* **Planning, implementing and controlling the efficient and effective flow of goods and services.**
* **Providing accurate service of consumption to meet consumer’s requirements.**
* **Develop logistics with proper support plan and budgets.**
* **Prepare plans for clearance.**
* **Prepare plans for operations going on.**
* **Ensure time and cost of cargos with personnel.**
* **Develop reports on materials/personnel movement in organization/various other operational logistic problems.**
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|  * **Trading/Tradesman (2005—2016)**
* **Engage in buying and selling of the products with in the country or outside the country.**
* **Look for profitable trading opportunities by analyzing financial situation.**
* **Make quick decisions of sales based on price fluctuation.**
* **Select appropriate trading strategies.**
* **Sensible financial management.**
* **Accounts Officer (2005—2016)**
* **Preparing financial reports and pricing on daily basis.**
* **Administer all accounts and budgets of the company.**
* **Analyze management performance and cash flow.**
* **Maintain record of all data.**
* **Managing payments.**
* **Supervisor Experience (2005—2016)**
* **Responsible for collection of materials from suppliers.**
* **Identifying areas of business.**
* **Organizing work load and allocating tasks.**
* **Supervising the activities of a team.**
* **Key holder activities.**
* **Mechanical And Electrical Department(2011—2015)**
* **Prepare and complete documentation process.**
* **Floating enquiries to various vendors in order to process the purchase requisition.**
* **Preparing comparison sheet, following up of orders for timely delivery of materials to sites.**
* **PRO (Public Relation Officer) (2005—2016)**
* **Dealing with enquiries with customers/public/press/related organizations.**
* **Undertaking relevant market research.**
* **Providing clients with information about new promotions of the company.**
* **Planning strategies.**

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