| Email :***syed.332026@2freemail.com***  |
| --- |



##### Objective

Seeking a challenging career in the field of Customer Service to develop and enhance my skills and abilities with the great aim of professional prospects by implementing my theoretical and practical knowledge.

##### Personal Skills

Dynamic, self-motivated, enthusiastic and keen for progress and developing experience in marketing, sales with ability to lead the team, and can take own initiative under pressure and able to meet deadlines maintaining high standards of work.

## Educational Qualification

##

* **2010-2013: B,Com** Through Techno Global University, Meghalaya, India.
* **2008-2010:** **PUC** Through Board of intermediate Education **Business Preparatory Program**: Ambedkar Vidyapeeth Junior College. Maharashtra, India.
* **2004-2005:** **S**SCThrough Citizen’s High School, Hyderabad, India.

##### Computer Skills:

* + **Successfully completed Diploma in Computer Applications**
		- Proficiency in Microsoft – Office, Computer Hardware, Operating System.

## Professional Experience:

**ChimanLal Suresh Kumar Textiles Private Ltd.(Hyderabad India)**

**Designation**: Data Entry Operator

**Industry :** Textiles

**Duration :** Jan 2009 to Oct 2010

**Hitachi United Associates**

Designation: Data Entry/Sales

Industry: Electronics

Duration: Dec 2010- Nov 2012

**Delta Cabs**

**Designation:** Logistics Assistant

**Industry:** Cab**s**

**Duration:** Jan 2012- Dec 2013

**CARGO ASSISTANT at DULSCO for (ETIHAD AIRWAYS) (Abu-Dhabi, U.A.E)**

**Designation:** Cargo Agent

**Industry:** Cargo

**Duration:** Feb 2014 – to till date

* **Role and Responsibilities**

**Cargo Build up**

* Build up of unit load devices (ULD) and bulks as per the load plan of

 Various passenger and cargo flights.

* Taking special care and planning before loading special cargos

 And loading them in the proper manner.

* Ussage of HHT for Pre-manifesting and Building up of the Unit load Devices.
* Releasing the ULD Tags.
* Manifesting

**Break Down**

* Dismantling and relocating the shipments as per the Flight Manifest.
* Usage of HHT to check in each and every shipment.
* Assigning Irregularities in the HHT for the Missing Cargo(MSCA), Found Cargo(FDCA) and poor packing or damage observed.
* Taking special care and planning before and while dismantling special

Cargos and relocating them in the appropriate Rooms or locations.

 **CRC-Cargo Ramp Coordinator**

 Collect the flight summary; Assign the Bay to work (Arrival and Departure) from the supervisor.

**Arrival**

* Check the Flight timings and Bay its parked.
* Confirming the Flight Number, Registration code and the Flight Destination.
* Collect the Cargo documents from the Flight Cabin Crew Member.
* From the Incoming documents, take extra copy of Manifest and hand over to Ramp Coordinator.
* Submit the Cargo Documents to Import Documentation Hub.

**Departure**

* Collect the Cargo Documents from the Export Hub.
* Ensure to collect the QRT.
* Ensure to give the RC Manifest copy one hour prior before submitting the Documents.
* If any Diplomatic mail to be export, Hand over to Ramp Coordinator and take signatures.
* Ensure while submitting the Cargo Documents to the Cabin Crew Member, check the Registration code, and Bay Number.

**Import Manifesting**

* **Checking the import Manifest Copy Received from Origin .**
* **Cross Checking The Airway Bills Received from Origin .**
* **Updating the Airway Bills In the System With the Reference Hard Copy.**
* **Ensuring That all the Airway Bills are received and update if any Missing Airway Bill.**
* **Segregating the Airway Bills according to the Destination.**
* **Making File copies for all the Flights Manifest with a copy of Airway Bills Attached for all the References.**
* **And Finally Closing the Flight in the System After completion of all the Process.**

## Personal Details:

Date of birth : APR-09-1988

Sex : Male

Material Status : Married

Visa : Employee Visa

Religion : Islam

Nationality : Indian

Languages known : English, Urdu & Partial Arabic