

**MONTASIR**

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**CAREER OBJECTIVES: To obtain a challenging position from a reputable company with an opportunity to exercise and integrate my skills. Self motivated and strong interpersonal skills can work in less supervision and can speak both Arabic (basic) and English fluently.**

**WORK EXPERIENCES:**

**Company : Parzel Courier Services**

**Location : Al Quoz Industrial 3 Dubai, U.A.E.**

**Duration : July 17, 2016 up to February 20, 2017**

**Position : Operation Executive**

**Duties and Responsibilities:**

* **Scanning the shipments for check in and check out using Integra system.**
* **Preparing the delivery out scan of the shipments to all couriers.**
* **Processing E-commerce shipments like awok.com and Desert card.**
* **Responsible in allocations to all bookings in the designated areas for the couriers.**
* **Responsible in making phone calls by re-scheduling bookings and cheque collections.**
* **Follow up to all couriers about the updates of the shipment deliveries.**
* **Replying emails to all customers queries.**
* **Communicates and coordinates with the other department to ensure total understanding of the procedures and status of the shipments.**

**Company : Speedex Courier Company**

**Location : Wharehouse No.4 Umm Ramool Rashidiya Dubai, U.A.E.**

**Duration : October 17, 2013 to December 15, 2015**

**Position : Operation Executive**

**Duties and Responsibilities:**

* **Domestic/International manifesting of shipments (inbound/outbound).**
* **Processing Line haul shipments to be forwarded SKYNET, TCS, KUWAIT, BAHRAIN, OMAN.**
* **Processing/manifesting shipments to be forwarded to ARAMEX, TNT, DHL.**
* **Processing E-commerce shipments like Souq.com and Amazon from UK & US.**
* **Preparing Airway bills / stationaries requested by clients.**
* **Responsible in making phone calls by taking exact locations, re-scheduling, bookings and cheque collections / preparing delivery of shipments.**
* **Prepare project documentation close out of projects and documentation for archive, hard copy and electronically.**
* **Communicates and coordinates with the other departments to ensure total understanding of the procedures and status of the shipments.**
* **Scanning Arrived, OFD, POD, RTO shipments using SPEED TRACK System.**
* **Prepare daily reports, manifest files, updating the status of the shipments on a daily basis.**
* **Replying emails to all customers complaint.**

**Company : Xad Technology LLC Subcontract of Du Telecom**

**Location : Lotus Bldg Al Quoz Industrial 1 Dubai, U.A.E.**

**Duration : October 11, 2011 to October 10, 2013**

**Position : Electronics Technician Telecom**

**Duties and Responsibilities:**

* **Installs, repairs, splices, tests, and terminates various forms of telecommunications and electrical wiring and cabling (e.g. copper, fiber, coax, etc.) to ensure proper impedance matching and connections between various pieces of electronic equipment.**
* **Works with IT members to provide desktop software and hardware support, troubleshooting, system enhancements and upgrades to all IT users.**
* **Resolves user issues and keep track of remote maintenance schedule**
* **Creates and updates troubleshooting manual with step by step instruction list to use for common and recurring problems.**
* **Assists in upgrades to system and correct errors to maintain system after implementation**
* **Receives and sends difficult or unusual situations to other personnel within the IT department to provide appropriate solution.**

**Company : Blue Hackle Middle East**

**Location : 1st Street Sher Phur Kabul, Afghanistan**

**Duration : June 05, 2009 to June 04, 2011**

**Position : Security Guard (US Military Base)**

**Security Officer Job Purpose: Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.**

**Duties & Responsibilities:**

* **Secured US military premises by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.**
* **Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.**
* **Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.**
* **Maintains environment by monitoring and setting building and equipment controls.**
* **Maintains organization's stability and reputation by complying with legal requirements.**

**Company : Saudi Arabian Airlines Cargo Department**

**Location : Al-Khalidiyah St. Jeddah, Saudia City, KSA**

**Duration : January 31, 2004 to March 08, 2008**

**Position : Office Secretary/Cargo Support Agent**

**Duties & Responsibilities:**

* **Update & Inventory of cargo equipment from the cargo system.**
* **Update domestic & international scale calibration report on designated schedule.**
* **Encoding of monthly Activity Report of International Stations based on Net Sales and Revenue Boarding.**
* **Preparing final report on net sales/boarding and year to date in percentage on Wise computations.**
* **Preparing stations quality performance report.**
* **Preparing custom hold shipments report for international stations.**

**EDUCATION:**

**1995-1999 - Bachelor of Science in Business Administration (Undergraduate)**

**Mindanao State University, General Santos City, Philippines**

**1991-1995 - Mindanao State University High School Department**

**General Santos City, Philippines**

**1985-1991 - Lumakil Elementary School**

**Lumakil, Polomolok South Cotabato, Philippines**

**References: Available upon request**

**I hereby certify that the above information is true to the best of my knowledge and belief.**