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[**Waqas.361330@2freemail.com**](mailto:Waqas.361330@2freemail.com)

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| **Objective** | I have been here From last eight years in U.A.E**.** Being a **Professional,** I am seeking a growth oriented position in my relative field to utilize my skills and experience on the right designation with reasonable rewards. | |
| **Professional experience** | * **EMIRATES GROUP DNATA (DUBAI AIRPORT )**   **GROUND OPERATION STAFF:**  **Jan 2016 to Present.**  **Jan 2016 RESPONSIBILITIES:**   * Loading and unloading the aircraft with safety and responsibility. * To take ownership of all vehicle control. * Foreign Object Debris and Damage Prevention. * Gas-up vehicle as necessary. * Follow laid-down schedule vehicle cleaning procedures. * Maintain and check vehicle overall condition. * To lead a team of loaders to perform the galley exchange. * To hold final responsibility of correct loading. * Responsible for any obstacles from runway, taxiways, aprons and runway pre-threshold areas. * Responsible for small part installation and lubrication of heavy equipment along with daily level checks on equipment. * A valid driver’s license for car and MCB in the UAE   **CONSULTANT ADMINISTRATOR:**  **Aug- 2013 to Dec - 2015**  ***SAM BUILDING CONTRACTING L.L.C.***  **RESPONSIBILITIES:**   * Preparing of shop drawing submittal, material submittal, technical submittal and Inspection request for CIVIL and MEP. * Information and filing for record. * Responsible for controlling all documentation related activities in a project. * Support and coordinates with discipline with administration and control. * Data Entry of In carry/dispatch/Updating Contracts/ Bill details.   **SALES EXECUTIVE:**  **Feb- 2012 To Aug - 2013**  ***SUMMER HILLS TRADING COMPANY L.LC.***  **RESPONSIBILITIES:**  • Call on retail accounts as assigned, both existing and new customers.  • Present new product introductions.  • Create and present promotional opportunities through the retailers advertising.  • Process and follow up on orders as necessary.  • Coordinate demonstrations in retail accounts.  • Merchandising new stores and existing stores.  • Ability to comprehend and use sales data in presentations.  • Participate in trade shows/table top shows as directed by management.  • Help coordinate educational seminars/trainings.  • Sell overstocks/distressed merchandise.  • Traveling with Principals as needed.  • Keep sales books updated.  • Communicate with Sales Manager regarding sales issues and objectives.  • Respond timely to all correspondence.  **SALES EXECUTIVE:**  **Jan - 2009 To Feb - 2012**  ***AL BAHRI HARDWARE AND SAFETY EQUIPMENTS LLC.***  **RESPONSIBILITIES:**   * Appearance is always in line with the set Company standards. * Work collaboratively with the team to ensure company image and brand values are illustrated at all the time. * Be flexible to provide support across the shop if required. * Handle customer’s complaints professionally and escalate any serious issues to the Manager for suitable resolution. * Welcome customers into the store, initiate the sales process, offer them qualified advise on the available products, recommend/demonstrate appropriate products, and promote cross selling with a view to meet the customers' needs. * Provide professional till point service to close the sale and offer the customers an overall enjoyable shopping experience. * Communicate to the customers the information on special offers/ sales promotion events.   Merchandise goods prominently on the shop shelves & display units, replenishing stocks as often as required in conjunction with the manager and merchandising team.    **EXPERIENCE.**  **Bank Alfalah Pvt. Ltd. As recovery officer from 2006 to 2008.**  **RESPONSIBILITIES.**   * Coordinating with supervisor for progress reports. * Preparation of weekly and monthly progress reports. * Maintaining timesheets (weekly based) of office staff and project staff. * Perform general administrative tasks (e.g. customer dealing file management. * Documents control. * Coordinate with staff. * Achieving target assigned on monthly basis. * Coordinating with other departments for activation of numbers. | |
| **Education / Qualification**  **Computer Skills** | * B.A Ongoing (Punjab University) & I.Com (Lahore Board of Education – Pakistan) * Diploma in Auto cad. Computer Operations. Thorough Knowledge of Window’s 95, 98, Win XP, Microsoft Word, Microsoft Excel, & fully versed with Internet, Emailing, Hardware. | | |
| **Certification / Trainings** | * Mobile Conveyor Belt * Safety Cons-placement (Aircraft) * Ground Support Equipment Marshalling * Fundamentals of Offloading / Loading – Dead Load * Tow Tractor * Airside Driving Permit * Fundamentals of Dangerous Goods Handling ( CAT 8) * Fundamentals of Human factors in Ground Handling * Ramp Safety Induction * Aviation Security Awareness |
| **Interests and activities** | In business development related activities, articles/ news, market reports etc. |
| **Personal Summary** | * D.O.B. 17th May, 1988 * Nationality Pakistan * Marital Status Married * Visa Status Employment * Languages English, Urdu, Punjabi. * Driving license U.A.E Driving license manual * **Have own car.** |