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**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.
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| **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.
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| **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
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| **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.**
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