**ANAZ**

**ANAZ.363830@2freemail.comn**

To work in a challenging and stimulating environment envisaging personal growth and career development by associating with an organization, which provides challenging prospects for growth and ambience for learning.

**COMPETENCY MILIEU**

|  |  |
| --- | --- |
| * Communication Skills
 | * Commercial awareness
 |
| * Critical Thinking
 | * Team Player
 |
| * Time Management
 | * Problem Solving
 |
| * Attention To Details
 |  |
|  |  |

**CAREER CONTOUR**

**Airlink International FZE**

December 2013 – Present

 JAFZA – Dubai, UAE.

Designation: Supervisor

* Handling exhibitions and events in other operating countries such as Qatar
* Handling external projects at various sites other than company warehouse such as DWTC, Dubai Air show, GITEX, Gulf Food etc.
* Responsible for allocation / transfer of stocks, conducting routine inspection to ensure reconciliation of physical stock of warehouse.
* Conducting daily SIM / Pre-briefing Meetings with Operation teams and resolving the Issues and Introducing new procedures to improve Warehouse activities.
* Supervising loading and offloading safely to vehicles and to designated areas.
* Training team members to give maximum productivity.
* Specialized handling of steel, electrical equipment's, chemical and automobile spare parts.
* Managing / Optimizing warehouse space for key clients.
* Knowledge in warehouse racking system and equipment.
* Designing and monitoring SOP for accurate and productive operation.
* Inventory management by Exceed.

**Airlink International FZE**

JAFZA – Dubai, UAE

June 2012 – December 2013

Designation: Cargo Assistant

• Handling day to day cargo operation by appropriate shipping instruction.
• Continuous Improvement in Warehouse 5s.
• Follow up on the daily schedule with the transporters
• Preparing daily schedule and providing to the Warehouse supervisor.

• Coordinating manpower and equipment's for the daily operations.

 **Sysnet Global Technologies,**

Bangalore – India

April 2011 – May 2012

Designation: Costumer Support Executive

* Repair and recover from hardware or software failures.  Coordinate and communicate with

impacted constituencies.

* Installation, configuration and troubleshoot window 2000, XP and 2003 Server.
* Managing user profiles with proper assignment of rights on resources.
* ADSL modem Configuring and troubleshooting.

**CERTIFICATION**

**Bachelor of Business Administration (2014-2016)**

(Jaipur National University)

**NCVT Certification in Electronic Mechanic, 2008.**

(Under State Board of Industrial Training Department)