CURRICULUM VITAE

**FAISAL**

**FAISAL.364725@2freemail.com**

**Personal Summary:**

Experienced, result oriented, highly productive airport professional with ten years of progressive experience in various departments . A team player, with excellent leadership, planning and communication skills.

Core Competencies include:

|  |  |
| --- | --- |
| * Customer Service
* Ramp Safety Awareness
* Office Administration
* Windows And MS Office applications
* Airport operations
 |  |

**Career Aim:**

To obtain a position in the airport/travel industry in a well-known organization where my skills and knowledge in the areas of airport/travel management can be fully utilized towards professional growth and development

**Educational Qualifications:**

* Higher Secondary Certificate (+2) (From Board of Higher Secondary Examination, Kerala, India.
* Secondary School Leaving Certificate (S.S.L.C.) from Kerala State Board , Kerala, India.
* Diploma in electronics engineering (2003-2005) from ITC ( Kerala ,India.
* Diploma in Computer Applications – MS OFFICE (Word, Excel, Power Point,Visual Foxpro, Email & Internet) From Manipal computer Academy, Kerala, India.
* AUTOCAD – (From Choicecadd computer centre, calicut, kerala, India)

**CAREER SUMMARY**

* Worked as **Document Controller**  and ERP Data entry Assistant in **Etihad Airways** load control from Dec 2008 to Mar 2017.

Job responsibilities

* Oracle Data Entry
* Prepare station flight handling files for all departure flights
* Prepare General declaration for various departure flights
* Meet and liase with cockpit or cabin crew for Etihad and other Airlines arrival flights and collect inbound flight documents.

* Worked as **Baggage sorter** in Abudhabi Airport Services from Jun 2007 to Dec 2008
* Worked as **Office Assistant** in a construction company (Penta constructions,kerala.India (From Aug 2006 to Feb 2007)

**LANGUAGES KNOWN:**

English, Hindi, Malayalam

**KEY SKILLS:**

• Basic knowledge of load control (load and Trim sheet)

• Ability to produce high quality of work under minimum supervision.

• Flexible, disciplined and keen learner.

• Confident,self driven and self motivated

• Ability to work under pressure

**PERSONAL DATA:**

Date of Birth : 1st May 1985

Marital Status : Married

Nationality Indian

Driving license : Valid U.A.E driving license

**DECLARATION**

I hereby declare that details furnished above are true to the best of my knowledge.