**ATIF**

**ATIF.366384@2freemail.com**

**Flight Operations Executive:**

* Currently working as a flight operations executive in Air blue Pvt Ltd.
* Has worked as an administration officer in Falcon Air. Pvt Ltd
* Marketing executive in Quantum Leap Pvt Ltd.
* Customer support officer in Alvia Communications.

**Training/Skills**

Basic fire and safety course.

Basic Life Support and first Aid Training by Liaquat National Hospital Karachi.

MS-Office

Good Interpersonal and communication skills.

Good listener and having a pleasant easy going personality.

Fluent in Urdu and English.

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**Professional Experience**

**Air blue Pvt Ltd :( March 2012 to date)**

* Currently working as a flight operations executive in flight operations department.
* My present role is looking after the administrative affairs of the department. Entering smart requests till issuance and closure of purchase orders as per requirements of the department.
* Coordinating and handling of queries of the staff employed in the office.
* Maintaining and filing of the Air Navigation Orders as per requirements of CAA Pakistan and Civil Aviation Rules.
* Has also worked in the manuals section updating jeppesen folders.
* Revision of FCOM’s and QRH.
* Worked as a flight dispatch assistant entering flight data into the airline system

 **Falcon Air (July 2009 to July 2011)**

* **Worked as an administrative officer in a private aviation training institute.**
* **Worked as a marketing executive for a brokerage firm.**
* **Worked as customer support representative for a call centre.**

 **EDUCATION**

* M.B.A.(Marketing) PRESTON UNIVERSITY, KARACHI
* Bsc D.J COLLEGE ,Karachi

 **HOBBIES**

* Reading encyclopedias, magazines and newspapers
* Fiction and aircraft related news and knowledge
* Playing quiz and general knowledge related games on the net