**RESUME**

 ***NOOR***

**Email:** [**noor.371765@2freemail.com**](mailto:noor.371765@2freemail.com)

|  |
| --- |
| **Objectives:** |

Seeking a challenging career in Technical field that provides me an opportunity to

Create value for the company through new solution with a Commitment to excel and assist

The company wins in the global market. Also to explore new opportunities for learning growth.

|  |
| --- |
| **Education Qualification:** |

* Completed B.A in Social Science from purvanchal University Jaunpur Uttar Pradesh India.
* 1 Years Full Time Course Specializing In Industrial Accountancy Course from Institute of Computer Accountant (**ICA**), Lucknow, India.
* Completed Intermediate from Uttar Pradesh India.
* Completed High School from Uttar Pradesh India.

|  |
| --- |
| **Professional Experience:** |

* Production Coordinator **Dec 2012** to present in Emirates Flight Catering (DUBAI, UAE).
* Worked as Account Assistance in Azzura International company Mumbai India.
* Worked as cashier in M/S Global Overseas Carpet Manufacturing & Export Company

Utter Pradesh India.

|  |
| --- |
| **Current Job Responsibilities:** |

* Coordinate with Operation-flight preparation for flight updates.
* Arrange & supply meals as per the load summary report from OPS.
* Ensure that the meals are stored in their designated areas ass per company established Hygiene requirements.
* Apply the quality & quality system established in accordance with **ISO 9001:2000** international standards and execute all responsibilities according to the department.
* Work procedures while reflecting **EKFC** Quality Policy.
* Provide regular guidance to staff and ensure that all assigned staffs are performing their duties and tasks professionally and satisfactorily.

|  |
| --- |
| **Certificate:** |

* Best Performances Award from Emirates Flight Catering, Dubai.
* Quality Awareness (EKFC quality system).
* Elementary Food Hygiene Training**. (EKFC).**
* **Hazard analysis critical control point (HACCP).**

|  |
| --- |
| **Computer Proficiency:** |

Operating System : Windows7, Windows 8, Windows XP

Package : MS Office-Word, Excel and Power Point, Microsoft Outlook.

: Tally -9, ERP -9

|  |
| --- |
| **Strength:** |

* Ability to work under pressure to meet targets and achieve result.
* An independent and self-motivated professional.
* Able to grow positive relationship with clients & colleagues at the organization levels.
* Dedicated and focused, able to prioritize &complete multiple task and follow through achieve project goal.
* A highly organized and details Oriented.
* Good logical and analytical skills.

|  |
| --- |
| **Passport Details:** |

Place of Issue : DUBAI

Date of Issue : 09/11/2016

Date of Expiry : 08/11/2026

Visa Expiry : 28/01/2019

|  |
| --- |
| **Personal Details:** |

Nationality : Indian

Date of Birth : 20/02/1986

Marital Status : Married

Language Known : English, Hindi & Urdu

|  |
| --- |
| **Declaration:** |

I hereby declare that the particulars furnished above are true to the best my knowledge and belief. If given an opportunity, I assure that i shall endeavor my best in discharging my duties to entire satisfaction of the organization.

**Place**: Dubai

**Date**: 05/08/2017 ***NOOR***