FAWAD

|  |  |
| --- | --- |
| Fawad-394239@2freemail.com  |  |
|  |  |



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| *11 May* |  |  |  |
| *2018 - Till* |  | Aircraft Appearance (DXB) |  |
| *date* |  | Arrange seatbelts on seats, placement of headrests, pillows and |  |
|  |  | blankets as |  |
|  |  | required.Replenish seat pockets with airline materials as per customer |  |
|  |  | requirements. |  |
|  |  | Report all equipment malfunctions to the appropriate |  |
|  |  | supervisor/manager. |  |
|  |  | Maintain the highest standards of safety and security at all time. |  |
| *August* |  |  |  |
| *2014 -* |  | Computer Operator/Store keeper |  |
| *Dec 2016* |  | To search out the material according to stock no. and cleaning. |  |
|  |  | To keep the material on the racks, pallets and almirah as per |  |
|  |  | location wise and issue receive the materials. |  |
|  |  | Inspection by the department head, data entry of requisition. |  |
|  |  | Personal verification of articles, placing of orders, prepare stock |  |
|  |  | position notes, inspection of delivered material by the supplier and |  |
|  |  | the maintenance of different requisites of indent and receipt |  |
|  |  | materials, and data entry error correction in the central store |  |
|  |  | computer room etc. |  |
|  |  | To manage staff under my control and attend the daily meetings |  |
|  |  | andmaintain the material stock position according to the |  |
|  |  | requirement of production. |  |
|  |  | To supply the components at proper place and proper time. |  |
|  |  | To receive the components and keep it current and correct stock |  |
|  |  | position according to validity. |  |
|  |  |  |  |
| EDUCATION |  |  |  |
|  |  |  |  |
| *2013* |  | Hazara University |  |
|  |  |
|  |  | Bachelor degree (Humanities) |  |
|  |  | 43.45% |  |
| *2010* |  | Govt Post Graduate College Abbottabad |  |
|  |  | Intermediate |  |
|  |  | 48.54% |  |
| *2008* |  | Government High School |  |
|  |  | Matriculation |  |
|  |  | 63% |  |

LANGUAGE'S

English



Urdu



Hindi



COMPUTER SKILL

Diploma in Computer application from Sadiq Commercial College & Computer Academy.



Ms Oﬃce, (Word, Excel, Power Point)



SKILLS

Problem solving



Teamwork



Decision making



Positive attitude & hardworking



PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 08/07/1992 |
| Marital Status | : | Single |
| Nationality | : | Pakistani |
| Religion | : | Islam |
| Sex | : | Male |



PASSPORT DETAILS



Issue date : 14 march,2018

Expiry date: 13 march,2023



DECLARATION

I hereby declare that the information I have given is true and correct to the best of my knowledge and belief. Hope you will consider my C.V. favourably and give me positive response.



Thanking you,

Your’s faithfully