

CV

Muhammad Mudasar Noor



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Summary

A Well Presented, articulate and confident individual with a proven challenging ability to provide exceptional level of customer services and ensure that passengers leave with a lasting positive impression of their flight possesses 3+ experience as a relationship manager. Highly accomplished customer service worked with various well known commercial airline companies.

Skill

- Excellent Communication skill Can Work Effectively in team and as individually.
- Good Sound knowledge of the Airline systems & procedure.
- Excellent customer service provider .

Experience.

Current job

- *Jasim Hajj umrah travel & Tourism*
 - (Pakistan)...
- **Customer service officer**
 - Greeting the customers on the front desk, checking their tickets and required documents before they go to the airport and directing them to their respective airlines customers service agents.
 - Provide the excellent level of service and attention care of the customers.
 - Arrange all assistance like wheelchair VIP lounge etc.
 - Assisting customers for example parents with small children and seniors citizens to assure that they are comfortable .

- Providing information about the weather conditions to the customers.
- Responsible for the emergency situations such as lost or missing luggage.
- Responsible for arranging emergency equipment such as ambulance.
- Providing services to customers and taking their views on the services that is being provided.
- Following the safety procedure and monitoring that everyone is safe.

• Administration Assistant cum Driver

(Alco Transportation) (Qatar)

- Prepare files documents and smooth Flow of the office operation
- Handle all incoming and outgoing documents
- Face all postal documents and Distribution of the documents to the concerned
- Prepare office refreshments for meeting and guests
- Purchase and distribute office requirements such as stationary etc

• logistics operation supervisor

(EO) (UAE , Dubai)

- Using DCS system to transfer specific materials
- Keeping a detailed log of time it took to transfer each materials and the final weight
- Using a Jockey truck to spot containers for loading
- Using a forklift to load materials on to the container
- Preparing pallet for shipping
- Arrange a successful logistics operation through movement loading and unloading of materials ensure all documentation and delivery is timely delivered
- Using a bobcat for clean up and disposal of waste materials

• Operation planning forman

Dp world

(Dubai, UAE)

- Provide feedback back to Management team to assist performance
- Advance knowledge of heavy machinery cranes etc
- Assist in development and management of the annual budget
- Supporting ongoing maintenance projects
- Determines work procedure
- Preparing work schedule and expedites work flow
- Purchasing procedure
- Ensure compliance with customers guidelines and requirements
- Knowledge of osha and environment regulations

• Safari Driver

Sunrise Safari Dubai , (UAE)

- Transported visitors to tour site locations, maintaining a flawless safety record.
- Educated school children on the interesting history and fun facts surrounding historical locations.
- Planned entertaining routes for adults covering current points of interest such as city tour and deserts safari.
- Handled all the administrative and financial needs of each tour, including selling tickets and documenting attendance.
- Prepared personalized tours by researching the client's topics of interests and the history of related locations.
- Food & Beverage Assistances
- Preparing accurate bills
- Use computers for various applications, such as database management or word processing.

Certified

- *Completed successfully first Aid kit training & certified*
- *Completed the training of Ms office Excel mailing and internet .*
- *Completed successfully deserts safari driver's training & certified*
- HSE induction certificate

Speaking languages

- *English*
- Arabic

- Farsi
- Pashto
- Balochi

Education

- ❖ High School (Diploma Science)
- ❖ Al Sadiq Islamic English School (Dubai)
- ❖ Completed my school link at Al Sadiq School **Dubai.**
but I have secured to much.

Interests

- Reading
- Playing Cricket
- Traveling

Driving license

- Qatar LTV driving license.
- UAE LTV&HTV Bus driving license.
- Pakistan HTV driving license.

Personal Details

- **Father's Name – Noor Man Shah**
- **Date of Birth – 1st January, 1983**
- **Sex – Male**
- **Nationality – Pakistan**
- **Passport No - AB0416615**

- **Marital Status – Married**



United Arab Emirates
Ministry of Education and Youth
License No.: 130408

Al Mihad Educational Institute



معهد المهاد التعليمي

دولة الإمارات العربية المتحدة
وزارة التربية والتعليم والشباب
وتحقيق رقم: ١٣٠٤٠٨

CERTIFICATE

The Academic Committee of Al Mihad Educational Institute certifies that:

Mr. / Ms. MUHAMMAD MUDASAR NOORMAN

Nationality: PAKISTANI

Has completed a course in: -

DOS, WINDOWS, WORD, EXCEL, POWERPOINT & INTERNET

Starting

From: 14/07/2002 Until: 13/08/2002

And has been awarded a grade : A Grade

And therefore issue this certificate

شهادة

بشهاد معهد المهاد بأن

السيد / محمد مدهس نورمان شاه

الباكستاني

قد أكمل البرنامج الدراسي في : دوس ، ونندوس ، وورد ، اكسل ، بوربوينت ، انترنت

ابتداء من تاريخ ٢٠٠٢/٠٧/١٤ وحتى ٢٠٠٢/٠٨/١٣

وحصل على تقدير جيد جدا

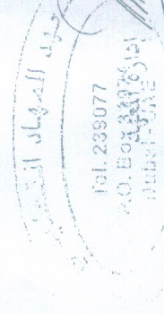
وبناء عليه منح هذه الشهادة

وزارة التربية والتعليم والشباب

Ministry of Education and Youth

مملكة دبي التعليمية

Dubai Educational Zone



Administration ٤/3/٢٠٠٢ Date

قطر للبتترول
Qatar Petroleum

MESAIEED OPERATIONS



HSE INDUCTION CERTIFICATE

V<QATSHAH<<MUHAMMAD<MUDASAR<NOORMAN<<<<<<
04 16611<<6PAK8301013M090813928358602214<<<32





State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور



DRIVING LICENSE

رخصة سواق

الرقم الشخصي 28358602214

الاسم محمد مدر



NAME MUHAMMAD MUDASAR

NAT. PAKISTAN

الجنسية باكستان

DATE OF BIRTH 1983-01-01 تاريخ الميلاد

BLOOD GR. A+ فصيلة الدم

FIRST ISSUE 2008-11-24 ت. اول اصدار

VALIDITY 2021-08-27 ت. الانتهاء











This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملايس المدنية

Authorized Vehicles

المركبات المصرح بقيادتها

ملاحظات Notes

EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses	<input type="checkbox"/>
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	عدسات Lenses	<input type="checkbox"/>
LOADER شيلر 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	أوتوماتيك Automatic	<input type="checkbox"/>
FORKLIFT رافعة شوكية 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	احتياجات خاصة Handicaps	<input type="checkbox"/>
OTHER أخرى 	<input type="checkbox"/>	TRAILER فاعرة ومقطورة 	<input type="checkbox"/>	إعاقة سمعية Hearing Disability	<input type="checkbox"/>
				التبرع بالأعضاء Organ Donation	<input type="checkbox"/>

Licensing Authority

سلطة الترخيص





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