

# CV

Muhammad Mudasar Noor



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**+92 336 9528088**

## Summary

A Well Presented, articulate and confided 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 proposal 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 – 1<sup>st</sup> January, 1983**
- **Sex – Male**
- **Nationality – Pakistan**
- **Passport No - AB0416615**

- **Marital Status – Married**



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

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130408

## 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

وزارة التربية والتعليم و الشباب

Ministry of Education and Youth

محافظة دبي التعليمية

Dubai Educational Zone

Al Mihad Educational Institute



معهد المهاد التعليمي

دولة الإمارات العربية المتحدة  
وزارة التربية والتعليم و الشباب  
رخص رقم : ١٣٠٤٠٨

شهادة

بشهاد معهد المهاد بأن

السيد / محمد مودس نورمان شاه

الجنسية / باكستاني

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

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

وحصل على تقدير جيد جدا

وبناء عليه منح هذه الشهادة

مدير المعهد التعليمي

Tel. 239077

P.O. Box 34976  
Dubai U.A.E

Administration 3/13/02 Date

قطر للبترول  
Qatar Petroleum

MESAIEED OPERATIONS



HSE INDUCTION CERTIFICATE









State of Qatar  
Ministry of Interior  
Traffic Department

دولة قطر  
وزارة الداخلية  
إدارة المرور



DRIVING LICENSE

رخصة سائق

الرقم الشخصي 28358602214

الإسم محمد مدر



NAME MUHAMMAD MUDASAR

NAT. PAKISTAN

الجنسية باكستان

DATE OF BIRTH 1983-01-01 تاريخ الميلاد

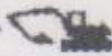
BLOOD GR. A+ فصيلة الدم

FIRST ISSUE 2008-11-24 ت. اول اصدار

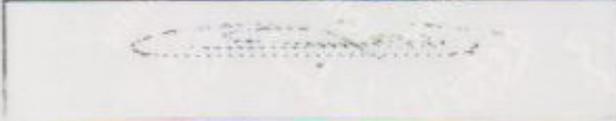
VALIDITY 2021-08-27 ت. الانتهاء

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 ابراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند ابراز هويته في حالة كونه بالملايس المدنيين.

**Authorized Vehicles** المركبات المصرح بقيادتها **Notes** ملاحظات

Authorized Vehicles	المركبات المصرح بقيادتها	Notes	ملاحظات	
EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses عدسات Lenses
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	اونوماتيك Automatic
LOADER شيوول 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	احتياجات خاصة Handicaps
FORKLIFT رافعة شوكيه 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	اعاقة سمعية Hearing Disability
OTHER اخرى 	<input type="checkbox"/>	TRAILER فاطرة ومقطورة 	<input type="checkbox"/>	التبرع بالاعضاء Organ Donation

Licensing Authority سلطنة الترخيص



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