



RIZWAN ALI

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Career Objective:

I am always eager to take new challenges as it grooms your personality and helps in professional and personal life. Always ready to provide active assistance and whole hearted support for achieving the organizational goals and objectives.

Personal Attributes: Highly self-motivated, a practical personality; with an analytical mind and have the ability to work under pressure and produce results.

EMPLOYMENT PROFILE:

Dubai Experience:

Company Name : Dnata & Emirates
Period : 03th Dec 2013 till 10 Aug 2022
Designation : Airside Operator

Career History in Dnata& Emirates:

Worked as Airside Operator II (03-Dec-2013 / 31-Agu-2015):

Duties and Responsibilities:

- Responsible for positioning, rotation of Cargo Units receive from Emirates Sky Cargo.
- Maintain safety and security by consistently applying the Company's Safety Policy and security standard while executing their duties.
- Be proactive in assisting co-workers and seniors in specific Ramp service activities pertaining to (but not limited to) functions performed at Bay, Cargo Mega Terminal and Office duties.
- Knowledge of reading CPM, UWS and telex messages.
- Supporting shift leaders and providing extra support as required due to operational reasons.

Worked as Airside Operator III (01-Sep-2015 till now :

Duties and Responsibilities:

- To advice the resource allocator for additional manpower and equipment if required to handle the flight in a safe and timely manner.
- To liaise with the various departments effectively for detailed information and deviations on the tetra.
- Safety briefing is carried out prior to arrival of flight & after completion of flight.

Working as Logistic Support Chief Driver

Duties and Responsibilities:

Logistic Support General Tasks:

- At shift change, take effective handover from outgoing Chief Driver
- Assess the number of serviceable Tractors, Tetras, and PDA an available for the shift operation. In case of any shortage, report to SDO-Cargo.
- Keep a track of the vehicle (Tractors) in workshop for preventive maintenance and repairs, and ensure timely collection from workshop once the maintenance is complete.
- At end of shift, prepare shift report highlighting:
- Deployment of Tractors and PDA and Tetra for the various handling tasks
- Any overtime
- Vehicle and Tetra serviceability status (including those under repair/workshop
- For the night shift, prepare driver allocation based on flight schedule
- Ensure the drivers are aware of the arrival flight's parking stand number
- Record the allocation details in shift report
- Update AACs with the time of receiving verbal requests

Personal Skills:

- **Communicator:** I have gained written communication skills, as I frequently had to produce vital reports for the management of Ramp Service. It has giving me the opportunity to work closely with the management on a more personal level.
- **Organizer:** The experience of working with a team and working individually has given me the ability to be involved in the responsibilities like planning, organization, coordination of the team.
- **Interpersonal skills:** I can relate effectively within the organization and externally at all levels. I have the aptitude to work with people, motivate them and encourage and form a harmonious working environment.
- **Initiator:** In my professional career I have undertaken many projects to act as a team leader. By attaining the role of a leader I have learned to communicate effectively with people and improve my negotiation skills. Ability to handle any kind of difficult situation.

STRENGTH:

- Good interpersonal, written & oral communication skills.
- Organizing and planning tasks according to performance standards.
- Quick decisions on crucial stages.
- Able to handle & work under pressure.

PROFESSIONAL EXPERIENCE

Eurostar International Contracting LLC, Dubai

From.. 2011 to 2013 worked as a administration assistant

DUTIES & RESPONSIBILITIES

- Attends customer at the counter properly and with due respect
- Assist customer and give customer excellent experience
- Respond to sales inquiries and concerns by phone, electronically or in person
- Ability to handle multiple tasks and solve customer queries efficiently
- Excellent administrative and organizational skill
- Work with team to meet the daily targets
- Monitor and report on activities and follow up for management
- Resolves customer complaints by investigating problems; developing solutions; making recommendations to management
- Handle tasks as per company in an effective and accurate manner as required
- Enhancing staff accomplishment and competence by planning delivery of solution
- Responsible resourceful, supple and goal-oriented person.
- Effective Oral and written communication skills.

EDUCATIONAL AND PROFESSIONAL QUALIFICATION:

.Intermediate in commerce from Islamia College. Lahore Pakistan
. Matric from Punjab board Lahore Pakistan

COMPUTER SKILIS:

- Knowledge of using Microsoft Office such as MS Excel,
- MS Word etc.
- Proficient with knowledge of computers with good typing skill
- Word,
- Power Point,
- Excel.
- Windows and Internet.
- Email checking and sending.
- Operating system

PERSONAL INFORMATION:

Name	: Rizwan Ali
Date of Birth	: 14 st July 1990
Marital Status	: Married
Nationality	: Pakistani
Religion	: Muslim
Visa status	: Employment 1 Year
Languages Known	: English, Urdu, Hindi, and Arabic
Qatar Driving License	: Valid Qatar Driving License with Light Vehicle
