



Aamir Raza



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June 14, 1987



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Why *Aamir*?

- Highly adaptable, diligent, Performance-oriented individual possessing analytical abilities and technical skills. Astute individual having expertise to evaluate operational systems.
- Results-driven individual with problem-solving capabilities and methodical aptitude with innate ability to analyze, coordinate and synthesize data. Adept at interpreting information, thrives under work deadlines and proactive at managing varied assignments with diligence.
- Proficient individual, willing to work in target driven milieu and alighted to undertake malleable challenges of abruptly changing ventures. Result-oriented individual having rational approach towards optimum utilization of resources.
- He has a deep understanding of the industry and knows how to navigate the complexities of airport operations. Additionally, having computer skills is crucial in today's digital age, as it enables employees to perform tasks more efficiently and effectively. Good communication skills are also essential in any job, as they help to build positive relationships with colleagues, customers, and stakeholders.

CORE STRENGTHS & ENABLING SKILLS

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|---------------------|------------------------------|--------------------------|
| ▪ Office Management | ▪ Duty Roster | ▪ Technical Skills |
| ▪ Flight scheduling | ▪ Audit Conducting | ▪ Problem Solving Skills |
| ▪ Slots approvals | ▪ GHOC Audits | ▪ Computers expert |
| ▪ ADP/ AVP Issuance | ▪ ECC/ Runway safety Meeting | |

PROFESSIONAL EXPERIENCE

Pakistan Civil Aviation Authority, Multan International Airport Pakistan “**Airside Assistant**”
November 2017- Till Now

Responsibilities/Accomplishments:

- Ensure implementation of safety policies, procedures and working conditions at MIAP, Multan
- Inspection of Technical Ground Support vehicles at MIAP, Multan
- Providing assistance in managing processes, operations and procedures to ensure effective SQMS implementation.
- Ensure the implementation of National Air filled Clearance Policy (NACP)
- Conduct the Ground Handling Certificate (GHOC) Audit, DAAR Audit
- Keeping / maintaining Professional Office Record.
- Issuance of Apron Driving Permit after conduct the trainings and test of MTD's
- Issuance of Apron Vehicle Permit after inspection of Ground Handling Vehicles
- Participate in establishment of accidents prevention program to ensure highest safety standards.
- Follow-up all daily operational abnormalities until rectification
- Managing and monitoring the safety database to produce safety reports/occurrences /incidents and accidents.
- Communication with all operational and safety offices to share information for success of their safety management
- Prepare safety training material to enhance safety awareness.
- Conduct site visits and assessments in coordination with the concerned, prepare reports and recommendations.
- Arrange Environment Control Committee and Runway Safety Meeting among all stake holders, prepare and circulate minutes of meeting.
- Manage the Duty Roster of Marshallers, Airside Inspectors, Bird Shooters and other Staff on Airside.

Civil Aviation Authority, Multan, Pakistan

Working as "**IT Assistant**", February 2015 – October 2017

- Efficiently helping in operating, installing and maintaining computer networks and communication systems. Skillfully configuring hardware and software, repairing equipment and providing daily support for computer network users
- Expertly writing reports, tracking inventory, evaluating new technologies, negotiating contracts with vendors and developing contingency plans in case of network failure. Troubleshooting problem areas in a timely and accurate fashion and providing end user training and assistance where required

Major Achievements:

- Successfully serving as "**IT Assistant**" after effectively rendering services as "**Lounge Supervisor**" within 2 years

Additional Experience:

- Worked as "**Trainee**" at Mustehkam Cement Limited, Haripur, Pakistan (July 2012 – August 2012)
- Worked as "**Technician**" at UniTel, Multan, Pakistan (March 2007 – January 2009)
- Worked as "**Computer Operator**" at Daily Khabrain, Multan, Pakistan (April 2008 – Jan 2011)
- Worked as "**Computer Operator**" at Daily Ausaf, Multan, Pakistan (May 2006 – April 2008)

PROFESSIONAL QUALIFICATION

Trainings & Certifications:

- B-Tech - Pass 2 years (Electronics), Bahauddin Zakariya University, Multan, Pakistan (2009-10)
- DAE-3 years Diploma of Associate Engineering (Electronics), Punjab Board of Technical Education, Lahore, Pakistan (2003-06)
- Instrument Technician (Advanced Training Program) from NFC Institute of Engineering & Technology Multan (2011-2012)
- Diploma of Computer Hardware & Networking, APTECH, Multan, Pakistan (April to October 2004)
- Computer Course, Coming Future Academy, Multan, Pakistan (August 2003 to February 2004)
- Certificate of MCITP preparation, TEVTA, Multan, Pakistan (July to October 2011)
- PLC course, FTR Multan, Multan, Pakistan (February to March 2012)

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