

Syed Asjad

Personal Information,

Azjadzzz@gmail.com

+971545040898

Dubai, United Arab Emirates

Employment Visa 2 Years

TRAININGS, Emirates Security
Training College, Dnata Baggage
Handling (Manual), Catering
EKFC

Skills

- Microsoft Excel, PowerPoint, Word & Outlook
- Computer Literacy
- Data Entry
- Bookkeeping
- Accounting
- Mathematical
- Inventory
- Communication
- Teamwork
- Adaptability
- Conflict management
- Organizational
- Time management
- Dexterity

Education,

- Associates Degree / B.Com, University of Karachi

Oct 2022-Present (Last Year)

- Intermediate / HSC, Higher Secondary Board Karachi

Attested Degree by Ministry of Foreign Affairs

Completed in 2017

- Secondary School Certificate 2014

Attested Certificate by Ministry of Foreign Affairs

LINKEDIN

<https://www.linkedin.com/in/syed-asjad-shah-35462a153/>

Career Objective

I want to succeed in a stimulating and challenging environment that will provide me advancement opportunities.



EXPERIENCE,

Special Handling Agent – Dnata DXB Airport, UAE

May 2024 - Present

- Assist the guests on Wheelchairs to navigate through check immigration and security checks
- Transfer Desks, Duty Free
- Food Court & Boarding Gates
- Assist sick Guests to Airport Clinic

Stores Assistant - Emirates Flight Catering, Dubai UAE

Nov 2018 - Nov 2019

- Load/Off load bar carts
- Pack amenities as per packing list and Data Entry
- Check expiry date, Check stock level
- Undertake specific duties and perform additional tasks
- Comply with and practice EKFC Occupational Health and Safety Policy procedures
- Apply the Quality Policy and Quality System established in accordance with ISO 9001: 2000 international standards and executes all responsibilities according to the department work procedures while reflecting EKFC Quality Policy

Accounts Payable - Global Exports, Karachi Pakistan

Jan 2023 – Oct 2023

Night Auditor - Ramada Plaza Wyndham, Karachi Pakistan

Mar 2022 - Dec 2022

Audit Assistant - Global Exports, Karachi Pakistan

Feb 2021 - Mar 2022

Warehouse Assistant - PepsiCo, Karachi Pakistan

July 2016 - Sept 2018

Essential Detailed skills

- Accounts Payable processes (P2P)
- Customer Service to guests and keep the front desk and accounting operations
- Abilities allow auditing to examine and verify a company's payroll
- Experience in Using Equipment - Forklift and Pallet Jack
- Familiarity with purchase order processes
- Ability to handle confidential and sensitive information

Software Controls

- BUSY - Financials
- Dress Code G-TECH
- Oracle Middleware
- Opera Micros (PMS)
- Tally ERP 9

References Available Upon Request