

## BASIL ELDOS



## CONTACT

📍 Dubai, UAE - United Arab Emirates  
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✉ basilpalathingalkuriakose@gmail.com

## SKILLS

Administrative Support  
MS Office Applications (Word, Excel, PowerPoint, Outlook)  
SharePoint  
Safety Management  
ISO Regulations  
Communication (Written and Verbal)  
Problem-Solving  
Time Management  
Team Collaboration

## LANGUAGES

Hindi  
English

## OBJECTIVE

Detail-oriented professional with strong administrative skills and a solid command of written and verbal English. Proficient in MS Office applications and possess excellent computer skills, including SharePoint knowledge. Experienced in cargo operations logistics, with a focus on compliance, customer service, and operational efficiency.

## EXPERIENCE

### Dubai National Air Travel Agency at DWC and DXB

2022-FEB -

Cargo Assistant

Provide operational support for air network processes, ensuring seamless dispatch and administrative functions.

Collaborate with customer service teams to enhance service assurance and effectively manage customer inquiries.

Oversee manifesting and documentation related to dangerous goods, ensuring compliance with safety regulations.

Delivered comprehensive operational administration and support, focusing on both cross-border road linehaul and domestic air linehaul logistics.

Managed sort support and trace management, optimizing workflow and improving service delivery.

Generated detailed reports for management, facilitating data-driven decision-making.

### Bird Worldwide Flight Service India Pvt. Ltd

OCT-2018 - JAN-2021

Aircraft Technician

Provided administrative support, ensuring seamless operations and compliance with safety regulations.

Demonstrated strong written and verbal English skills, drafting reports and communicating with teams.

Utilized MS Office applications, SharePoint, and other software to optimize workflow.

Identified and addressed safety shortfalls, maintaining a clean and organized work environment.

Assisted with additional tasks, including positioning chocks and monitoring aircraft equipment.

## EDUCATION

### Alagappa University

2013-2017

3-year Diploma in Aircraft Maintenance Engineering

A

### State Council of Educational Research and Training operating under the Kerala Government

2010-2013

Higher secondary education

A