

SYED MUJTABA

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Cashier / Logistics Coordinator / Stock Management / Passenger Check-in Agent / Travel and Tourism / Assistant / I.T Administrator / Front Desk Agent / Data Entry Agent / Customer Services / Salesman.

“Started my career as Salesman and grown into a Fleet Supervisor, I have always been a hardworking, dedicated and a loyal candidate for the organization that I have worked for. I’m also a Flexible Team Player a part from Solo. An Experience holder of 16 Years in professionalism. I have moved back to U.A.E for better opportunity, better earning and better life. I was brought up in U.A.E’s environment & lived from age (4) to age (20) and this factor developed an skill for me to understand and interact with people of different backgrounds (Cultures & Traditions), moved back to U.A.E with major experiences in **Aviation, I.T and Logistics**. I have trained certain number of freshers under my supervision. I’m keen to serve all my awareness and skills to your organization that I have earned and developed in years and yet enthusiast to learn and grow further more in the New Surrounding”.

(COVER LETTER)

PERSONAL DETAILS

Date of Birth : 12th Dec 1989

Marital Status : Single

Passport No : AW6977143 (PAK)

Eligible to Work and Relocate Anywhere.



EXPERIENCE

Cashier

ENISH Restaurant & Lounge, The Pointe West, Palm Jumeirah, DXB, U.A.E

May 2022 – Active

Key Roles:

- Cash Floats Handling (Opening / Closing)
- Petty Cash Handling
- Bill Closing (Cash / Card / Aggregator / In-house Delivery)
- Handle Discounts, Voids, Complimentary and Tips
- Reservation Bookings

POS Skills:

- IIKO (V 7.9.7013.0)

Logistics Coordinator (Operations)

Daraz.pk / Daraz Express (Ali Baba Group), KHI, PAK.

Oct 2020 – April 2022

Online E-Commerce based Operational Platform: LOP by Lazada “Ali Ababa”.

Key Roles:

- Forward Shipment (Inbound / Outbound)
- Reverse Shipment (Outbound)
- Procurement & Stock Management
- Delivery Report Generating
- Routing Delivery Riders
- Backlog Management
- Lead Junior Staff and Train Freshers
- E-Mails and Exceptional Matters Handling

Passenger Check-in Agent (Ground Handling / Customer Services / Hospitality / Operations)

Gerry’s Dnata, Jinnah International Airport, KHI, PAK.

Feb 2016 – Feb 2020

DCS Expertise:

- Amadeus : V48.3.3
- Liaison : V6.15.1
- MACS : V5.04.03F

Aircrafts Seating Management:

- Boeing 737 & Airbus A320 (Single Aisle)
- Boeing 747, 777, 787 Dreamliner, Airbus A350 and A380 (Twin Aisle)

Airlines:

- Emirates
- Fly Dubai
- Air Arabia
- Srilankan Airlines

Key Roles:

- Check-in Passengers and their luggage.
- Verify Passenger's Travelling Documents.
- Issue Boarding Pass / Luggage Tags.
- Issue Excess Baggage Ticket (if required).
- Issue a "General Declaration" and forward it to The Captain of The Flight.
- Immigration Handling on Walkie-Talkie.
- Deportee Handling.
- Unaccompanied Minor Handling.
- Assistance to The Station Manager of Air Arabia.
- Supervise Team on Counters and Train Freshers.

Call Centre Agent

Ibex, TRG, KHI, PAK

2015 – 2016

Campaigns:

Apex, Food Panda and Walmart

BPO – International / Nature – Inbound

Key Role:

Attend Customer Services based Calls.

I.T Administrator

The American Foundation Cambridge School, KHI, PAK.

2013 – 2015

Key Roles:

- Monitoring and Maintenance of The Domain (Health Check Up).
- Cabling and Fixing LAN & WAN Based Network's Connectivity with in Organization's Parallel Premises.
- Install, set up & resolve Any Device such as "Speakers, Mic, Projector, Scanner, Printer, Bio-Matric Machines". Assemble complete "Desktop / Laptop" Computers from Scratch.
- Installation of Operating System, Drivers and Applications into Staff's Desktop / Laptop PCs.
- Diagnosing and Replacement of Damaged Hardware.
- Installation and Setting up DVR and CCTV Cameras.
- Plan and Fix Electric Extension Boards.

Data Entry Agent

InfoFort (Aramex), DXB, U.A.E.

2009 – 2010

Key Role:

- Pack Customer's Confidential Data in Company's Official Envelope.

Data Entry Agent

Ipsos – Market Research Company, SHJ, U.A.E.

2007 – 2009

Key Role:

- Enter Collected Customer's Preferences from "Survey Forms" into Company's Data Base.

Outdoor Survey Agent

Ipsos – Market Research Company, SHJ, U.A.E.

2006 – 2007

Key Role:

- Ask Customer's their preferences about various products of Various Brands (Clients) and fill it in the Survey Form.

Salesman (Promoter)

IFFCO (Tiffany), Carrefour, SHJ, U.A.E.

2006 – 2006

Key Role:

- Serve "Chocolate Samples" to the passers passing by the stall, introduce them product range of the brand with on-going offer "Buy 1 Get 1 Free".

QUALIFICATION

Bachelors of Commerce

Newport Institute of communications and Economics, KHI, PAK.
July 2014 – June 2016

High School (Arts)

Board of Intermediate and Secondary Education, LHE, PAK.
March 2012 – June 2013

Secondary School (Science)

Board of Intermediate and Secondary Education, LHE, PAK.
March 2010 – June 2011

CERTIFICATION & LICENSES

Passenger Services Skills

February 2016 – March 2016
One (1) Month ‘Theory’.

Passenger Services Skills

March 2016 – August 2016
Six (6) Months “On Job Training”.

SKILLS

- Leadership Skills and also a Team Player
- Networking
- I.T Technical Skills
- Microsoft Office
- Screen Content Management
- Social Media Pages / Account Management
- Official “Letter Heads” Composing
- Blue Prints Reading Skill
- Excellent Communication Skill
- Interpersonal Skills
- Cash Handling
- Travel, Tourism and Hospitality Management
- Photography

LANGUAGES

- English (Fluent)
- Urdu/ Hindi (Fluent)
- Arabic (Moderate)