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*CV* **Qasim Javed**

Mobiles: UAE +971 (O) 529681702.050-6810769

Email: [qasimjaved66@gmail.com](mailto:qasimjaved66@gmail.com)

***Objective***

Seeking a Full-Time Position in a Challenging & Demanding environment focusing on Development, to excel and prove my abilities & knowledge in a manner beneficial to both, the organization and my own self-development.

***Computer Skills:***

* *Microsoft excel*
* *Micosoft word*
* *Internet Surfing,( google map)*
* *Oracle ( Data Base )*
* *Professional Emailing (outlook Express)*

***Notable Areas of Expertise include:***

|  |  |  |
| --- | --- | --- |
| * UAE Driving License | * Human Psychology   human phscology | * Multilingual |
| * Customer Orientation | * TG Web Applications | * Communication Skills |
| * Daily Reports | * Outlook | * PSBD License |
|  |  |  |

***Notable Significant Career Achievements:***

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| * **Dubai:** Currently working as **Store Assistant** in **Dulsco Group LLC UAE**. * **Dubai:** Worked as a **Opertaion Coordinator** in **Veolia Environment Services Dubai, UAE.** * **Abudhabi:** Workerd as a **Security Supervisor in United Security Group L.L.C Abu Dhabi, UAE** * **Dubai:** worked as an **Accommodation Manger** in **Transguard Group L.L.C, UAE.** * **Dubai:** worked as an **Accommodation Supervisor** in **Transguard Group L.L.C, UAE** * **Dubai:** worked as a Baggage Handling Service Agent in **Emirates GHQ. Dubai,U.A.E** * **Dubai**: worked as a Baggage Handling Service Agent in **Dubai Intl. Airport, UAE** * **Pakistan**: worked in **Akbar’s Resort** as **F&B Assistant** **Store Manger** * **Pakistan**: worked in **Lime security** as **Foreigner Escortement.** |

***Professional Development***

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| --- | --- | --- |
| * Graduation | Bachelor of Arts | 2012 |
| * Oracle ERP |  | 2011 |
| * Diploma of Civil Surveyor |  | 2012 |
| * Diploma of Auto CAD |  | 2012 |
| * First Aid Certificate * Dangerious Goods Training * Safety Supervisor Training * Airside Safety Training * Fire Saftey Training * Intensive English Course |  | 2015 |
|  |  |  |

Professional Experience and Achievements



**Accommodation Manger/Dubai, UAE** ***Oct 2015– Apr 2019***

***Transguardgroup L.L.C***

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| * Prepare Daily deployment Reports for operation staff * Arrange replacement for the sick,Leave and missing staff to run operation smoothly * Find and Report Daily Maintenance Issues in TG CAFM (Concept Reach ) * Manage the staff outgoing and incoming Shifting twice in a week * Brief the new Arrivals staff about accommodation rules & regulations * Daily Briefing with Accommodation Cleaning and Security Team * Daily monitor and maintain the Accommodation Facilities * Responsible for the accommodation facilities services * Response on any emergency in the accommodation as a First Aider and Fire Marshal * Make arrangements for randomly events in accommodation, Sports, Fun Fair, Aftar Parties etc. * Assist management and perform administrational duties as required * Implicate the Company rules & regulations in the accommodation residents |

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**Handling Service Agent /DXB/Dubai,U.A.E *May 2012—Oct 2013***

*As an outsource employee in* ***DNATA*** *supplied by Transguard Group L.L.C*

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| * Proper following the PPE report on work places and attend daily briefings to get Daily Flight Tasks * Segregate the different type of bagage as per TAG like Transfer Bag, Local Bag, storage and unknown bag. * Segregate the Fragile items from the convey belt and forward them to designated area for further process * Monitoring the bags as per time priority like BT1, BT2, and BT3 etc. * Attend randomly operational trainings regarding Airport oprations |



**Baggage Handling Service Agent/ GHQ Emirates Air line, Dubai *Oct 2013 - Feb 2015***

*As an outsource employee in DNATA supplied by Transguard Group L.L.C*

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| --- |
| * Proper following the PPE report on work places and attend daily briefings to get Daily Flight Tasks * Deal with Emirates Crew Staff issue’s regarding their Baggage * Provide support the Emirates crew to clearing their bags from security screening * Monitor the Baggage conditions like , broken , opened,unlocked, leaking or vibrating * Forward all the unknown or problems bags to designated are for further process * Segregate the Fragile items and forward them to designated area for further process |



**Assistant F&B Manger *Jul2008 - Jun2011***

***Akbar’s Resort Gujrat, Pakistan***

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| * Daily General entries * Daily Incoming Report * Daily Consumption Report * Daily stock Availability * Weekly checking the Expiry date of Food and beverage Items * Monthly Stock Inventory Reports |

Additional Information:

Passport: Pakistan

Marital Status Married

Date of Birth 22 Jun 1990

Languages English, Hindi, Urdu, Punjabi, and Basics of Arabic

Interests Reading, Surfing on internet for motiventiol speches