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*CV* **Qasim Javed**

Mobiles: UAE +971 (O) 529681702.050-6810769

Email: 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:***

|  |
| --- |
| * **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***

|  |  |  |
| --- | --- | --- |
| * 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***

|  |
| --- |
| * 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*

|  |
| --- |
| * 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*

|  |
| --- |
| * 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***

|  |
| --- |
| * 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