

USAMA JAVED

Profile

Personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with staff and seniors.



Experience

- 2022 - Current** **Transguard**
NGSE SERVICE DESK, DXB AIRPORT
.* We welcome all equipment operators at the service desk and create work orders for equipment maintenance.
.* Arrange monthly maintenance for all equipment's according to their status.
- 2020 - 2022** **ALIF INDUSTRY , TURK PLAST**
DATA ENTERY OPERATOR, LAHORE
Here we use MS. Office ERP and other tools to create documents.
.* **Conducted** research,gathered info from multiple sources and present results
.* **Create** spreadsheets using Ms. Excel for daily, weekly and monthly reporting.
- 2019 - 2020** **MOBILINK JAZZ**
DISTRIBUTION OFFICER, SAHIWAL
.* **Increased** customer satisfaction by resolving product or service issues.
.* **Resolve** conflicts and negotiate mutually beneficial agreements b/w parties.
.* **Demonstrated** respect, friendliness and willingness to help wherever needed.

Education

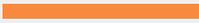
- 2015** **I.COM (COMMERCE)**
Unique group of colleges, Chichawatni
- 2012** **Matric**
Chichawatni, City
- 2023** **Safety Awareness Training**
Emirates Training College
- 2023** **Security Awareness Training**
Emirates Training College

Driving License

-  **License No . 4623829**
-  **Issue Date . 8/01/24**
-  **Expiry Date . 8/01/26**

Skills

Skill group

- Leadership Skills 
- Creative Problem Solving 
- Teamwork 
- Planning / organisational skills 

Contact

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