

# 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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