



SHAHAZAD SIDIQUE

Contact Details

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- 📍 Dubai, UAE

Skills

- Ability to guide and motivate teams to achieve goals and maintain high performance.
- Expertise in overseeing daily operations to ensure efficiency and effectiveness.
- Skilled in delivering excellent service, resolving issues, and ensuring customer satisfaction.
- Experience in managing the movement of goods and ensuring timely deliveries.
- Strong ability to identify challenges and implement practical solutions quickly.
- Effective in conveying information clearly and building strong relationships with stakeholders.

Educational Background

- **MBA Tourism & Hotel Management**
2019 - 2022
- **Degree in Bachelor of Tourism Studies**
2012 - 2015
- **Diploma in Airline and Airport Management**

Professional Summary

Experienced operations professional with a strong background in team leadership, aviation ground handling, and logistics management. Adept at managing teams, ensuring efficient operations, and delivering exceptional customer service. Proven track record of working in high-pressure environments and contributing to the success of major organizations.

Work Experience

🚦 **ADMINISTRATION (TEAM LEADER)**
TRANSGUARD GROUP L.L.C (MAJID AL FUTTAIM, CAREEFOUR) DUBAI, UAE | NOVEMBER 2021 – AUGUST 2024

Duties and Responsibilities

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Counting materials, equipment, merchandise or supplies in stock
- Reporting discrepancies between physical counts and computer records
- Manage, travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Schedule shifts for our drivers and warehouse staff
- Maintain updated records of orders, suppliers
- Oversee the levels of our warehouse stock and place orders as needed
- Provide information to suppliers about the status of their orders
- Manages inventory tracking system to record deliveries, shipments and stock levels
- Analyzes daily product and supply levels to anticipate inventory problems and shortages
- Manages the recruitment and training of new employees.
- Support budgeting and bookkeeping procedures

Personal Details

- Nationality Indian
- Gender Male
- Civil Status Single
- Date of Birth 23-06-1995
- Passport No. N9553156
- Visa Status Vist Visa

Languages

- English
- Hindi
- Malayalam
- Tamil
- Arabic

Awards & Achievements

- Second place in Eco tourism presentation competition,
- Intercollegiate fest 2012 – 2013
- Third place in brochure competition, Intercollegiate fest 2012 – 2013
- Third place in hotel presentation competition, Intercollegiate fest 2013 – 2014



GROUND STAFF BWFS AVIATION, NEDUMBASSERY AIRPORT COCHIN KERALA, INDIA | FEBRUARY 2018 – AUGUST 2019 (DEDICATED STAFF FOR EMIRATES AIRLINE)

Duties and Responsibilities

- Provided assistance to passengers during check-in, boarding, and disembarkation, ensuring a seamless travel experience.
- Handled luggage management and ensured proper tagging and loading procedures were followed.
- Coordinated with airline staff to manage flight schedules, gate assignments, and on-time departures.
- Addressed passenger inquiries and resolved issues to maintain a high standard of customer service.



OPERATION EXECUTIVE FEDERAL FREIGHT SHIPPING, COCHIN INTERNATIONAL AIRPORT NEDUMBASSERY, INDIA | MARCH 2020- JULY 2021

Duties and Responsibilities

- Managed freight operations, including the coordination of shipments and handling of documentation.
- Ensured timely and accurate processing of cargo, adhering to airline and regulatory requirements.
- Liaised with clients and customs officials to facilitate the smooth movement of goods.
- Monitored and optimized operational processes to improve efficiency and reduce delays.



INTERNSHIP KEMPE GOWDA INTERNATIONAL AIRPORT, BANGALURU 3 MONTHS

Duties and Responsibilities

- Assisted in airport operations, including passenger services, baggage handling, and flight coordination.
- Gained hands-on experience in airport logistics and ground handling procedures.
- Supported the operations team in ensuring compliance with safety and security standards.
- Participated in training sessions to develop skills in airport management and customer service.

Declaration

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

SHAHAZAD SIDIQUE