

Mr. Abdul Ahsan.

Dubai, UAE

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**Career Objective:**

Looking forward to build a career in the challenging environment where there is enough opportunities to explore myself and contribute to the growth of the organization by effectively using my skills and knowledge.

Skills & Abilities:

- Good time management and organizational skills.
- Multitasking skills and ability to perform tasks under pressure.
- Strong analytical ability and confidence in hard work, peace minded and patient.
- Good listener and keen to adopt changes.
- Can work efficiently in group as well as an individual and take responsibility
- Ability to deal with people diplomatically.

Academic Profile:

Qualification	College / Institute	Year
BBM	Tippu Sulthan First Grade College, Ombattukere, Ullal, Mangalore	2015
P.U.C.(Commerce)	Tippu Sulthan Pre. University College, Ombhathukere, Ullal, Mangalore.	2012
S.S.L.C.	St. Sebestian High School, Permannur, Thokkottu, Mangalore.	2010

Work Experience

DESIGNATION: - Store Keeper/Timekeeper/Material Coordinator (Technical Glass & Aluminum Co. LLC Dubai Jebal Ali)

Responsibilities:-

- Provide materials counter assistance
- Organization and effective management of projects, deadlines and workload prioritizing and putting things together in an orderly and functional whole
- Assists the purchasing manager with the monthly inventory and preparation of materials
- Develop and maintain document control processes for the efficient management and recording all documentations
- Performs other clerical duties as assigned including data entry, filling paper documents, email and performing word processing in support of claims professionals
- Monitors time tracking and employee log in/ out systems and makes appropriate record changes
- Updates and distributes daily and monthly timekeeping report

AIR INDIA SATS, IXE, Mangalore International Airport from
4 Years in Document Controlling Cargo and Customer Service.

DESIGNATION: CUSTOMER /CARGO SERVICE ASSISTANT

Responsibilities:-

- Escorted passengers to flights, with special attention to senior, disabled and minor Passengers
- Greeting, check -in passengers and verify passengers' departure documents (passport And legal entry documents)
- Issue boarding pass and check-in passenger baggage
- Committed to prompt service to customers for their outmost satisfaction.
- Verify identification and travel documents to efficiently board passengers for an on-time Departure
- Handled computer system of the Airlines to generate flight reservations and issue boarding Passes as well as airline tickets.
- Deep knowledge of computing cargo documentations for import and export cargo booking (**HUM, AVI, VAL, VUM, PER, GEN**)

Computer Knowledge / Exposure:

- Good working knowledge in MS-Office, Tally 9, MS word, Excel.
- Compulsory Computer Training from IICT with Basic Concepts, Windows, MS Office, Tally 9, Internet etc.

Extracurricular Activities / Achievements:

Programs:

- Attended 1 years N.C.C. Program (Army wing), participated in one N.C.C. Camp.
- Participated in self building programs conducted by state student's federation.
- Attended Dangers goods Training.
- Logistics Management System Training.
- Basic Cargo Handling Training.
- Departure Control System Training.
- e-Mas Store Software Training

Personal Details:

Date of Birth	: 22-06-1994
Marital Status	: Single
Languages known	: English, Hindi, Kannada, Malayalam, Beary, Tamil
Nationality	: Indian

Passport Details:

Passport No : P2193908
Date of Issue : 06/06/2016
Date of Expiry : 05/06/2026
Place of issue : BANGALORE

Career Snapshot

COMPANY	DURATION	POSITION	LOCATION
Technical Glass & Aluminum co. llc	April, 2019 – Till Date	Storekeeper/Timekeeper/Material Coordinator	Dubai/ Sharjah
Air India Sats	July, 2016 – April, 2019	Customer/Cargo Service Assistant	India

Declaration:

I hereby declare that all the statements made in this resume are true,
Complete and correct.

Abdul Ahsan