Curriculum Vitae

SHAHZAD ZAMAN

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Present Address:  Dubai, UAE

Visa Status: Visit Visa

OBJECTIVE

Seeking challenging opportunities for professional development &growth

GENERAL PROFILE

Am a Hardworking candidate seeking an opportunity to succeed in my profession life Am a fast learner & able to accommodate myself in multicultural environment that enable me to acquire professional & management skills in a fast pace

CORE COMPETENCIES

🞛Excellent Managerial Skills 🞛Decisive Thinker 🞛 Collaborative 🞛 Courage to Challenge 🞛 Driven to Deliver

🞛 An Excellent Communicator 🞛 Organization and Detailed Oriented 🞛 Master of Time Management 🞛Team player. 🞛 Trustworthiness & Ethics

PROFESSIONAL EXPERIENCE

TRANSGUARD GROUP LLC, UAE (November 2016 –2020 July)

DESIGNATION: Planning Supervisor (Emirates Airline Maintenance Planning) (Full Time)

*Duties:*

1. **Familiarization of Emirates Engineering based application like Ultra main, ADOC, BO Reports & STREAM.**
2. **Review and audit of aircraft work packages INT, SV, A and C/Check.**
3. **Raising (EP/MB) Purchase Orders in Ultra main for all the materials required to carry out EO/ SEWC tasks.**
4. **Setting up of EO’s and SEWC’s in Ultra main and sending Procedure and MR’s for approval**
5. **Scanning, uploading and e-mailing fully signed and approval aircraft ARC Reports to QA. Use of SharePoint common drives to store and retrieve information/ documents across the departments.**
6. **Organizing, filing, scanning, uploading of all documents to ensure proper retrieval system and ease accessibility – ARC Reports, new aircraft delivery documents, completed EO’s and SEWC’s.**
7. **Assisting all Planning Engineers, Officers and Supervisors in daily activities**

AL HASHIM GROUP OF COMPANIES PAKISTAN (Jan: 2014 to October 2016) 

DESIGNATION: HR-Assistant (Al Hashim Group of Companies Pakistan) (Full Time)

*Duties:*

1. Organising the recruitment process and responding to all speculative applications as appropriate and passing CV on further consideration.
2. Scheduling interviews in diaries as required in conjunction with the HR Officers.
3. Screen CVs and complete first stage interviews for professional support staff as required.
4. Serving as a point person for all new employees.
5. Processing payroll which includes ensuring vacation and sick time are tracked in the system.
6. Ensure all HR filling and archiving up to date.
7. Maintaining records and information.

#### PAKISTAN NADRA (National Database and Registration Authority) (Jan: 2013 to October 2014)

#### DESIGNATION: Administration Assistant (Full Time)

*Duties:*

1: Maintaining petty cash statement and recording daily cash flow.

2: Preparing monthly and weekly sales report.

3: Preparation of invoices and quotations

4: Preparation of daily utility bills month wise

5: Verify vendor bills and advise or make vendor payments

6: Maintaining payrolls and disbursements of salaries to staff

7: Reconciling all the entries in the end of each month

8: Submission of monthly/annual financial reports for management.

9: Inventory management

10: Sending/replaying mails

11: Daily office documents management

12: Assisting in recruitment and selection/screening

13: Organize and schedule meetings and appointments

14: Reporting monthly and weekly performance report to the management

#### NHA (National Highway Authority Pakistan) (Jan: 2012 to Dec 2012)

#### DESIGNATION: Junior Road Safety Officer (Full Time)

*Duties:*

#### 1: Work Place Inspection 2: Daily Briefing about Hazards to staff

#### 3: Preparing Safety Planes 4: Inspecting Safety Equipment’s

#### 5: Investigate All Unsafe activities and do Necessary Action 6: Hazard Monitoring and Work Place Protection

#### 7: Reporting to top Management 8: Preparing Progress Report on Monthly Basis

#### Q Mobile (Q Mobile Phones Trading Company Pakistan) (Jan: 2009 to Dec 2011)

#### DESIGNATION: Sales Man (Part Time)

#### 1: Explanation to customer about different category of phones as per customer choice

#### 2: Providing sales with good communication and different local languages

#### 3: Replacing the product 4: Taking online sale orders through online website

#### 5: Assisting Junior Sales Staff 6: Reporting to Manager on daily bases

EDUCATIONAL CREDENTIALS

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| --- | --- | --- |
| Degree | PASSING YEAR | BAORD |
| Matric | 2012 | Mardan Board KPK Pakistan |
| F.A | 2014 | Mardan Board KPK Pakistan |
| FSC in Computer Science | 2014 | Mardan Board KPK Pakistan |
| DAE ( Diploma Of Associate Engineer) | 2015 | Peshawar Technical Board Pakistan |

Courses

|  |  |
| --- | --- |
| Course | Duration |
| Computer Operator +Graphic Designer | 1 Year |
| Safety Supervisor | 1 Year |
| Administration / Computer IT | 2 Year |

SKILLS

KEY SKILLS

* Team oriented, competitive and excellent skills.
* Excellent communication and interpersonal skills.
* Creative, innovative, hardworking and possessing leadership abilities.
* Able to work under pressure.
* Proficient in computer software programs, such as Microsoft Office applications
* Perfect knowledge of Sales & Administration

Computer Skill

* High Command on : MS OFFICE ,MS Word MS Excel Power Point Adobe Photoshop Coral Draw C++
* High Command on: Internet E-mailing online Data Base Operating Online Data Entering Outlook.
* Software and Hardware Installation & Operating Win98 Win XP Win 7 Win 10 Win Mac

Personal Information

Date of Birth: 01/01/1997 Nationality: Pakistani

Languages Known: English, Urdu, Hindi Pushto Panjabi Basic Arabic

References Available On Request

All Original Documents Available With Verification

Capabilities: 1: Administration 2: Coordinator 3: Safety Officer 4: HR Assistant 5: Sales Man

Thank you & Best Regards

SHAHZAD ZAMAN