



CURRICULUM VITAE

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Objective

- ✓ To secure a good position in your organization that will make me gain new skills and experience. Once I got the opportunity it is sure that I will be proved as the most inevitable part and asset to the respected company, with sincerity and perfection in my duties and responsibilities.

Career Summary

Diploma in Human Resource Management

- ✓ Experience as Equipment operator with Emirates airline- Dnata From 2022 To date
- ✓ Experience in Document Controller in UAE (4.5 YRS)
- ✓ Experienced PRO in UAE (2 YRS)
- ✓ Experience in Metro Taxi LLC in UAE (2 YRS)

Educational Qualification

- ✓ Diploma in Human Resource Management
- ✓ Certificate in AUTO CAD
- ✓ MS Office (Word, Excel, PowerPoint)
- ✓ Secondary school certification

Work History

Equipment Operator

- ✓ Operate TTR, MCB, Passenger Step, Cargo Transporter, Lower Deck Loader and Cool Dolly
- ✓ Supervision of horse stall washing.
- ✓ Follow all relevant customer service and airlines specific policies, processes, standard operating procedures and instructions so that work is carried out in line with regulations.
- ✓ Follows all regulatory and IATA standards such as Regulated Agent 3, ISO, IOSA /ISAGO GDP/CEIV standards as directed by the Supervisor
- ✓ Follows day-to-day operations related to own job and be available on the assigned task in a timely manner
- ✓ Discusses safety concerns openly and reports them to the concerned Team Leader on shift
- ✓ Complies with all relevant safety, quality and environmental management policies, procedures and controls to ensure a healthy and safe work environment
- ✓ Operates different Ground Support Equipment (GSE) depending on the assigned area in line with the operating manuals based on the training qualifications
- ✓ Inspects assigned Ground Support Equipment to ensure serviceability and suitability
- ✓ Assists in airside operations activities including sorting, loading and unloading baggage and cargo correctly (whether it is a unitized or bulk) to and from systems, ULD, trucks, carts and aircraft
- ✓ Ensures vehicles and equipment are not in close proximity to the aircraft
- ✓ Arranges dollies, trollies, ULD in various locations to support staging, supply , or rotation as the operation demands
- ✓ Provides marshalling and handling of dead-load to ensure smooth aircraft turnaround
- ✓ Taking clear directions from ALS, perform the off-loading/loading activities and keeps
- ✓ ALS abreast of all developments especially during periods where he/she is engaged in the flight deck/aircraft cabin.
- ✓ In close coordination with ALS, ensures off-loading/loading activities are carried out safely and in compliance to departmental/company Standard Operating Procedures/Work Instructions and aligned to Airline Service Level Agreements.

- ✓ Reports to ALS any discrepancy/incident noted/observed or reported during aircraft turnaround activities (Aircraft damages, Equipment damages, personnel injuries, loading errors & discrepancies etc.)

Al Nasr Contracting Co. LLC (4.5 years)

Document Controller

- ✓ Collecting inputs from clients.
- ✓ Listing out the documents and documenting the project details
- ✓ Tracking the pending documents through weekly progress reports.
- ✓ Sign-off from the customers with clear specifications of retention of archive.
- ✓ Design and development of advanced project document control system for the business
- ✓ Maintain registers of all receipts and issues or submissions of documents and correspondence
- ✓ Coordinate the activities of document control, including distribution of documents, tracking and reporting on document review progress.

**Abu Dhabi Carnation Metal Industries worked as a
HR & Administration**

Public Relation Officer (PRO)

- ✓ Maintaining personnel records; obtaining temporary staff from agencies.
- ✓ Maintains human resources records by recording new hires, transfers
- ✓ Documents human resources actions by completing forms reports, logs, and records.

Personal Skills:

- ✓ Team work skills, Excellent Communication via verbal, written and electronic means
- ✓ Excellent interpersonal and organizational skill with local and other nationalities
- ✓ Safe driving and good knowledge of traffic rules
- ✓ Knowledge of major routes and destinations

Personal Data:

Declaration

Date of Birth: 01/01/1990

Gender: Male

Marital Status: Married

Nationality: Pakistani

Language Known: English, Arabic, Hindi, Urdu

Passport No: AA8174953

License Number: 736750

License Expiry: 19/03/2028

I do hereby declare that the above furnished information is True to the best of my knowledge and belief.

Shah Fahad Musharaf Khan