



Imtiyaz Ahmed

Senior Airport Operations Executive

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Profile

Highly accomplished Operations professional with over 7 years experience and a proven track record of success by streamlining the delivery of services and improving efficiencies. Adept at identifying and implementing departmental goals, ensuring compliance with company objectives, and surpassing production expectations.

Education

BBA, Mahatma Gandhi University
Dubai | 2012 June - 2015 June

Bachelors of Business Administration - Business Management Major.

Employment History

Senior Operations Executive, Emirates Airline
Dubai | 2015 June - 2020 September

Reported to Airport Operation Officer, the responsibilities include:

- Resource planning and allocation of airport staff.
- Handled operations during disruptions
- Monitored and supervised flight traffic and managed schedules for connecting passengers.
- Part of the Planning, implementation, and execution team of the Airport Services Connect project(AS Connect).
- Team Lead for compliance of Staff Travel Policies.
- Compliance and implementation of Airport Operations Policies (Checkin, Boarding, and Transfers).
- Resolved passenger issues and appropriately address the solutions as per their requirements.

Asst. Procurement Coordinator, Kassab Inter Shipping L.L.C
Ajman | 2014 February - 2015 June

Reported to the Procurement Manager, the responsibilities include:

ADDRESS
Dimas Contracting Bldg, Flat no.54.
Near Clock Tower, Al Musallah,
Sharjah, United Arab Emirates

BIRTH DATE
22 December 1990

NATIONALITY
Indian

DRIVING LICENSE
Yes

Languages

ENGLISH	●●●●
HINDI	●●●●
URDU	●●●●

Skills

PROBLEM ASSESSMENT AND ANALYSIS	●●●●
DECISION MAKING	●●●●
CONFLICT MANAGEMENT	●●●●
ORGANIZATION	●●●●
COMMUNICATION	●●●●
CUSTOMER SERVICE AND MANAGEMENT	●●●●
ADAPTABILITY	●●●●
TEAM WORK	●●●●

- Purchasing from International suppliers by going through all the stages of a purchasing cycle where fixtures are at times held in a tight limit of time due to the Urgency of deliveries. E.g. Fuels, lubes, paints, spare parts, crew ration, etc.
- Receiving and analyzing requisitions received from ships
- Floating RFQ to approved suppliers for quotations and negotiates final price and credit term.
- Coordinate with vendors, ship crew, freight forwarders, and port agents for timely delivery of the orders
- Assurance of product quality once receipt on board.
- Checking and approving invoices before releasing them to the accounts dept.

Field Project Supervisor, In-Store Media Ltd.

Dubai | 2011 December - 2013 December

Reported to the Project Manager, the responsibilities include:

- Market Activation of various FMCG and consumer products including pre and post promotional strategies and execution.
- Presiding over weekly meetings to discuss live campaigns.
- Administering all facets of marketing communication, advertising, and product development.
- Managing Promoters.
- Overseeing Logistical Support.

Administrative Assistant, Al Nahda Building Contracting Est.

Sharjah | 2011 January - 2011 August

Reported to the Administration Officer, the responsibilities include:

- Processing Pay Roll & Reconciliation on a Monthly Basis.
- Working with the accounts department to prepare the monthly payroll report.
- Maintaining all employee-related data and assets uploading in the system.
- Processing of leave applications and updating the management as per the schedule and to arrange for relievers.
- Maintaining a record of the benefits the employees are entitled to which includes Gratuity, bonus, etc.
- Keeping a record and maintaining hard copies of all the benefits, which the employees are entitled to.
- Maintaining the record of invoices, LPO's inquiries, & delivery notes.
- Enquiring with the dealers for the purchase of required materials.
- Coordinating with the onsite supervisor to keep and record of stock and materials required.