

# ATIF JAVED

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## OBJECTIVE:

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Seeking a position with an organization where I can utilize my skills and experience to improve operations, increase profitability, and enhance my growth.

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## SKILLS:

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- Highly motivated & perseverance.
- Excellent ability to work in team with communication skills.
- Quicker adaptability under training.
- Able to quickly grasp new technical information and communicate that information to others in an understandable manner and meet the given deadlines.
- A conscientious team player with excellent verbal & communication skills.
- Problem solving and troubleshooting skills.
- Diligent team player.
- Have high personal work ethic.

## EDUCATION

***2004 TO 2007***  
***D.A.E (DIPLOMA OF ASSOCIATE ENGINEERING) IN ELECTRONICS TECHNOLOGY. 1<sup>st</sup> class***

## WORK EXPERIENCE:

**Emirates Airline Dubai**

**EK ENGINEERING - CABIN WORKSHOP**

Full Time

**(SEP-2015 – ONWARDS)**

**Job Description:** JUNIOR ENGINEERING MAINTENANCE ASSISTANT-91665

**Emirates Airline Dubai**

**Operational & Production Planning**

Full Time

**(DEC-2013 - AUG-2015)**

**Job Description:** Planning Consultant | Production Planning – A Check.

## JOB WORKS,

- Segregation of all types of aircrafts(B77-300,ER,ULR B777-200,LR B777F, A330-200, A340-300 , A340-500 , A380-800
- Serialize job cards according by trade.
- JIC (job instruction card) work.
- Separate the NAs Cards for Compile.
- Compile the service check, weekly, INT's, A- Check for all types of Aircrafts.
- Printing & Scanning task cards.
- Racking the A-check task Cards
- Review, Serialize, A-check & casualty Task Cards Service check, weekly check, INT's
- N/As process
- CCCs Notes annotation for dummy SN as applicable.
- BSI attachments
- Revisions # check
- Task card ID check
- Manual SEWCs/EOs
- SEWC/EO/QA Forms Attachments
- Logbooks data entry all Aircrafts (B77-300, ER, ULR B777-200, LR B777F, A330-200, A340-300, A340-500, A380-800.
- WAPF (work pack amendment form) work.

## TRAINING

- Training of *Get Online - Emirates Specific.*
- Dash board and Score Card.
- MLZ (My learning Zone).
- A-check work process.
- Line Maintenance Work Process (Service check, Weekly Check, INT 'S Check, G drive, ULTRAMAIN).
- STREAM –Secure Technical Record for Electronic Asset Management. Barcoding & Level 1 Indexing(scanning, uploading of A-check, SV, Weekly, INT's),

## **Aviation & Security**

- ✓ Basic Aeronautics
- ✓ Basic Geography
- ✓ Federal Aviation Administration Requirements
- ✓ Introduction to Civil Aviation
- ✓ Explore IATA AREA 1
- ✓ Explore IATA AREA 2
- ✓ Aviation Security
- ✓ Information Systems Protection Information Security

## **Emirates Engineering Basic**

- ✓ Get Online - Emirates Specific
- ✓ Get Online - PC Basics
- ✓ Writing Effective E-mail Messages.

## **Technical Engineering Related**

- ✓ Electrical Wiring Interconnect System Exam
- ✓ Electronic Tickets Accepting Passengers
- ✓ Electrostatic Sensitive Discharge Exam
- ✓ Avionics Workshop
- ✓ UltraMain Familiarization Introduction to UltraAMain, Developing Diagrams
- ✓ Visio 2003

## **Business & Project Planning, management**

- ✓ Business Excellence The Fundamentals of Quality
- ✓ Business Writing How to Write Clearly and Concisely
- ✓ Employee Assistance Centre Communication
- ✓ Employee Assistance Centre Relaxation Techniques
- ✓ Harvard Manage Mentor Implementing Innovation
- ✓ Harvard Manage Mentor Improving Business Processes
- ✓ Harvard Manage Mentor Keeping Teams on Target
- ✓ Harvard Manage Mentor Making a Presentation
- ✓ Harvard Manage Mentor Managing for Creativity and Innovation
- ✓ Harvard Manage Mentor Managing Your Time
- ✓ Harvard Manage Mentor Solving Business Problems
- ✓ Harvard Manage Mentor Writing for Business
- ✓ Effectively Communicating in Teams
- ✓ Managing a Project
- ✓ Project Management Fundamentals
- ✓ Project Management (QMS) - Key Processes

## **Microsoft Excel**

- ✓ Organizing Data and Objects in Excel 2010
- ✓ Using Conditional Formatting, Tables, and Sparkline in Excel 2010
- ✓ Getting Started with Excel 2010
- ✓ Adding Visuals, Themes, and Styles to Excel 2010 Workbooks
- ✓ Reviewing and Protecting Content in Excel 2010
- ✓ Applying Basic Data Formatting in Excel 2010
- ✓ Formatting and Working with Text in Word 2010
- ✓ Customizing Visual Elements in Excel 2010
- ✓ Moving and Getting Around in Excel 2010
- ✓ Moving Data and Modifying Worksheets in Excel 2010
- ✓ Workbook Settings, Conditional Formatting, Number Formats Excel 2010
- ✓ Analyzing Data with What-if Analysis in Excel 2010
- ✓ Ensuring Excel 2010 Data and Formulas are Right
- ✓ Saving, Sending, and Printing Excel 2010 Workbooks
- ✓ Automating Excel Tasks using Macros in Excel 2010
- ✓ Using Basic Formulas in Excel 2010
- ✓ Using Basic Functions with Excel 2010
- ✓ Inserting Basic Charts in Excel 2010
- ✓ PivotTables and Pivot Charts in Excel 2010

## **Microsoft Word**

- ✓ Table of Contents, Footnotes, Hyperlinks, Bookmarks in Word 2010
- ✓ Drawing and Inserting Graphics in Word 2010
- ✓ Formatting and Working with Text in Word 2010
- ✓ Forms, Fields, and Mail Merge in Word 2010
- ✓ Embedding Charts and Tables into Word 2010
- ✓ Organizing and Arranging Text in Word 2010
- ✓ Using Themes, Backgrounds, Watermarks, Quick Parts in Word 2010
- ✓ Managing, Inspecting, and Recovering Word 2010 Documents
- ✓ Moving Around in Word 2010
- ✓ Creating and Formatting Tables in Word 2010
- ✓ Structuring Word 2010 Documents
- ✓ Manipulating Tables in Word 2010
- ✓ Reviewing Documents in Word 2010
- ✓ Saving, Sharing, and Printing in Word 2010

## **Microsoft Power Point**

- ✓ Getting Started with PowerPoint 2010
- ✓ Visually Enhancing PowerPoint 2010 Presentations
- ✓ Adding Images to Presentations in PowerPoint 2010
- ✓ Using Multimedia and Animations in PowerPoint 2010
- ✓ Using Advanced Slide Show Tools in PowerPoint 2010
- ✓ Collaborating and Sharing Presentations in PowerPoint 2010

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**Emirates Airline Dubai**  
**A/C Scheduling & Planning**

Full Time  
(NOV-2012 – NOV- 2013)

**Job Description:** Planning Consultant | Aircraft Scheduling.

**Assignments,**

- Emirates Airlines Boeing & Airbus Airplanes Scheduled & Unscheduled Maintenance Downtimes data collection project and generate various types of reports.
- Hanger Heavy Maintenance Plan data collection and make report.
- Emirates Engineering Newsletter project.
- A380 Wing Rib Mod Project.
- Daily Updating AOG, Hanger check form QMP Plane And Daily allocation sheets
- Update 7 Day Allocation Movement chart
- A6-ECP Discrepancy record check and making reports Project.

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**M/S IFTIKHAR & COMPANY**  
**CONTRACTOR OF BRITISH**  
**AMERICAN TOBACCO COMPANY (PTC) JHELUM.**

Full Time  
(Jan 2006 to Apr 2011)

**Position,** Maintenance Team Supervisor

**Duties:**

- Planning and scheduling the meetings with the team members for different activities that are related to the production.
- Managing the work that is given and handling the employees working under.
- Supervising the day to day activities of a team staff.
- Driving operational efficiencies, raising customer service levels & cutting costs.
- Organizing work load, allocating tasks, tasking team on a daily basis.
- Managing team and individual performance.
- Ensuring all administrative records is completed accurately.
- Ensure professionalism & high quality is continually maintained.
- Preparation of relevant reports and documents for senior managers.
- Identifying areas of the business where improvements can be made.
- Developing policies to create and maximize performance.
- Monitoring staff attendance and performance levels.
- Opening and closing the office premises.
- Involved in the recruitment & interviewing of new staff.
- Training of new staff & identifying training requirements of existing staff.
- Ensuring compliance with all relevant health and safety guidelines.
- Responsible for achieving good quality result and production for the company

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**Head Quarter Artillery**  
**Pakistan Army (Engineering core)**

Full Time  
(1<sup>st</sup> Apr 2003 to 4<sup>th</sup> Aug 2004)

**Position:** Assistant Technician

**Key Functions & Responsibilities**

**Repairing/ Maintenance of Electrical & Electronics equipment's.**

- Installation & assembling of UPS(uninterrupted power supply)
- Installation & Trouble shooting of Stabilizers for various outputs.
- Servicing of Electrical Motors, generator (single phase, three phase)
- Installation & troubleshooting Electrical wiring(industrial/Commercial)
- Rectification of Ac/Dc power supply system.

**KEY SKILLS AND COMPETENCIES**

- Having a proven ability to plan, organize and control activities & staff.
- Ability to work under pressure and to targets.
- Disciplined approach & strong/effective communicator at all levels.
- Able to manage available resource to maximize productivity and efficiency.
- Having the ability to motivate people.
- Possessing a responsible attitude and also calm under pressure.

**Technical skills**

Assembling, installation, troubleshooting, maintenance, of Ac/Dc machines (powers controls, flip-flop, limiter circuits, voltage regulators cct, sensor, motions detector cct, Smoke Detector cct, Frequency synchronizers, A/D & D/A convertor cct, AC to DC & DC to AC convertors. Logical controllers, P.I.C (program able logic control) Machines installation and trouble shooting.

**Additional Knowledge**

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Troubleshooting of computer hardware and software problems. Air Conditioning & Refrigerator rectification and maintenance.

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## Personal PEROFILE:

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Name	:	ATIF JAVED
Father's name	:	JAVED AKHTER
Nationality	:	Pakistani
Date of birth	:	15-May-1983
Gender	:	Male
Religion	:	Islam
Marital status	:	Married
Visa status	:	Employment Visa
Languages	:	English, Urdu, Hindi and Punjabi

### **Permanent address**

Village gujran	:	Islamia colony Kayani mohallah near PTC kala
District	:	Jhelum
State	:	Punjab
Country	:	Pakistan

<b><u>Work address</u></b>	:	Emirates engineering cabin overhaul workshop PO box 686.
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### **Passport details**

Passport no	:	BK8673423
Place of issue	:	Pakistan