



# AQSA EJAZ

Seeking a position to utilize my skills and abilities that offer professional growth while being resourceful, innovative and flexible.

## PERSONAL

- Name**  
Aqsa Ejaz
- Address**  
Khalidiya  
Abu Dhabi
- Phone number**  
+971 55 2486838
- Email**  
aksa\_ijaz@live.com
- Date of birth**  
06-08-1991
- Place of birth**  
Dubai, UAE
- Gender**  
Female
- Nationality**  
Pakistani
- Marital status**  
Married
- Driving licence**  
Light vehicle

## INTERESTS

- Travelling
- Sports
- Potraits

## SKILLS

Microsoft Word	★★★★★
Microsoft Excel	★★★★★
Microsoft PowerPoint	★★★★★
SAPS	★★★★
Skywise by Airbus	★★★★
Business Objects	★★★★★



## WORK EXPERIENCE

May 2010 - Jun 2014

### Repairs Assistant

Emirates Airline, Dubai

#### Roles & Responsibilities:

- Liaising with all 560 Emirates vendors and providing them updated statements of accounts periodically.
- Answering supplier queries and ensuring disputes to be resolved on time to avoid any account hold ups/ in case of hold ups by vendors, working with the teams to get disputes resolved and accounts released.
- Coordination with Accounts Payables (AP) to manage supplier's requests and also to clarify concerns between coordination team/AP and AP/ Vendor simultaneously.
- Constantly reforming the reporting techniques to enhance work process & finish process gaps
- To raise invoice processing workflows and make sure the documentation is complete at the time of routing charges for approval of management
- To arrange and attach missing supporting documents (quotes/shop finding reports) to cases
- Identifying the correct routing process for all manual invoices (landing gear/ filter contamination charges routed based on requestors)
- Being only focal for internal stakeholders and solely managing the AGILE Invoicing System for the whole Section after it was introduced in March 2013 (usage/system issues/reporting & maintaining data).
- Circulating weekly overdue charges report within section to highlight cases close to being overdue for action by the concerned.
- Maintaining all records and ensuring back up to be available at all times.

Jun 2014 - Dec 2017

### Senior Repairs Assistant

Emirates Airline, Dubai

- Communicating and following up with vendor on parts gone for repair once the acceptance confirmation is received
- Constantly working to get the turnaround time reduced and charges justified for all services.
- Approving quotes under the limit authorized, based on set up guidelines (according to repair work scope, history and warranty inclusions)
- Requesting E approvals of management on receipt of quotation, wherever necessary.
- Working with Goods Inwards and vendor to get on hold units be accepted back in stock/returned to vendors for re-repair (units in quarantine due to missing mandatory documents/ received in damaged condition)
- Arranging advance payments for vendors not on net 30 days terms.
- Updating real time information about parts into the Ultramain system, arranging all documents and uploading them into system for availability.
- Arranging meetings with suppliers to discuss concerns/complaints, after reporting them to higher Management.

Jan 2018 - Dec 2020

### Repairs Supervisor

Emirates Airline, Dubai

- To submit Budget proposal for financial year by 1st March and request Management's approval for it.
- Request, record and Maintain scrutinized data and all backup systems at all times and ensuring Data Confidentiality Clause is maintained while doing so
- To analyze the data & create monthly spend report after receipt of data from Business Finance.
- To analyze & create monthly cost report (identifying Top spend drivers) and advising the concerned teams within department about it for their required action.
- To project the savings to the higher management on a weekly basis.
- Creating/ enhancing different reports and presentations for requested data as and when requested by different stakeholders according to different requirements.
- Renewing vendor contracts after receiving their updated/renewed FAA/EASA/ISO/EACI approval certificates.
- Updating and timely reviewing of approval status of all 560 international and local vendors and managing the database.

○ Jan 2021 - Present

### Finance Controller

Private office of Sheikh Zayed Bin Saeed Bin Zayed Al Nahyan, Abu Dhabi

- Doing inventory checks and Cost control reporting
- Collect and approve most employee documents, such as travel expense reports, time sheets and scheduled time-off requests.
- Perform admin duties associated with movement of personnel and personal property of VIPs.
- Lead the team in implementing a timely and efficient correspondence process internally and externally.
- Deploying new staff across different locations for better protocol and support for the VIPs.
- Working with different embassies across the group to ensure everything is well managed onsite for VIPs.
- Contacting embassies for special requests and issues for VIPs such as aircraft and airport protocol.



## EDUCATION AND QUALIFICATIONS

○ May 2009 - Oct 2012

### Bachelors in Finance

American Liberty University, Dubai

Modules include:

- Introduction to Economics
- Management Behavior
- Marketing Science
- Organizational behavior
- Quantitative Methods
- Finance theory and markets
- Research methods
- Security Markets
- Strategic management
- Corporate finance
- Statistics

○ Apr 2007 - Sep 2009

### High School

H.H.Sheikh Rashid Al Maktoum School, Dubai, Dubai

Intermediate in Commerce.



## REFERENCES



## ACHIEVEMENTS

- Was awarded Najm certificate (Yearly work recognition/Awards for Emirates Airline staff) for re-modelling and automation of Budgeting Reports sent to Higher Management.
- Participated in various Charity runs & Fund raisers (Dubai Cares/Terry Fox runs, etc) and also in various Exhibition events (e.g Gitex 2007, where i was awarded for most sales during the 7 days event).