



Ali Mujahid Awan

Date of birth: 05/14/1990 | **Nationality:** Pakistani | **Phone number:**

(+971) 529678852 (Mobile) | **Email address:** mujahidawan8177@gmail.com |

WhatsApp Messenger: +971529678852 |

Address: CHA NASHTA CAFETERIA BUILDING, 1- AL JAHRA STREET, ZONE-1, AL DANAH- ABU DHABI, ABU DHABI, United Arab Emirates (Home)

● ABOUT ME

A high-energy, enthusiastic and dependable individual excels in challenging and competitive environments seeking a long term opportunity within the business community, where my professional experience, education, and abilities would be advantageous to the growth of my employer and myself. A high-energy, enthusiastic and dependable individual excels in challenging and competitive environments seeking a long term opportunity within the business community, where my professional experience, education, and abilities would be advantageous to the growth of my employer and myself.

● WORK EXPERIENCE

06/01/2023 – 03/16/2024 Abu Dhabi, United Arab Emirates

TRANSPORT COORDINATOR NATIONAL TRANSPORT COMPANY ABU DHABI

- Review and Revises Transportation schedules to ensure increased efficiency and to reduce cost.
- Maintain driver accountability throughout the district.
- Leads, directs, guides and monitors the work of Transit Service Operators, Van Drivers and casual relief drivers. Responds to requests for assistance by troubleshooting and providing solutions to driver-related problems. Assesses training needs and facilitates on-going training to ensure maximum effectiveness. Orients staff to department policies and procedures. Provides input on staff evaluations.
- Resolves operational problems related to shuttles and sale of parking permits. Investigates situations and complaints, and recommends solutions.
- Coordinates special projects to accomplish department objectives and other tasks requested by the department manager.
- Collects, analyzes and reports statistical data regarding the operation of the department; makes planning recommendations based upon statistical reporting.
- Provides backup for the Operations Assistant/Parking Transportation Services.
- May perform other related duties as assigned.

11/01/2018 – 09/15/2020 Dubai, United Arab Emirates

AIR SIDE TEAM LEADER (ATL) / EQUIPMENT OPERATOR EMIRATES AIRLINE GROUP/DNATA, DUBAI-U.A.E

- Managing the allocated resources (both staff and equipment) for the accurate processing, storage and dispatch of both inbound and outbound Baggage, Cargo, Mail, Courier, and/or ULDs (Unit Load Devices).
- I will also be required to provide leadership and direct supervision to a team of staff to ensure the accurate processing, storage and dispatch of a specific load and/or equipment.
- Plan and execute the workload for a specific activity by closely monitoring the flight schedules. Delegate tasks and oversee activities to ensure the safe and effective dispatch of inbound/outbound cargo, baggage, and/or ULDs to the respective sortation areas.
- Complete all pre and post flight activities, and any other administrative requirements.
- Ensure that all team members strictly comply with all relevant company Standard Operating Procedures Airport Authority Standards and Regulatory requirements.
- Driving & operating technical equipment.
- Provide assistance for Pushback/tow operation.

10/01/2011 – 11/30/2016 Abu Dhabi, United Arab Emirates

BRANCH SUPERVISOR CUM ACCOUNTANT ALFALAH EXCHANGE COMPANY, UAE

- Make TT, DD and Online Transactions (PAYABLE AND RECEIVABLE).
- Day end and Month end closing (Profit and loss, YTD, Trail balance and Balance sheet).

- Check Cashier Report Compiles and analyzes financial information to prepare entries to book of accounts, such as general ledger accounts, documenting business transactions.
- Standard journal entries, analyzing daily banking transactions and journal entries.
- Reconcile sub-ledger accounts. Payroll reconciliation.
- Prepare monthly sales report into excel spread sheet for analysis.
- Keep the record of all transaction, passing of JV, GL for vouchers reconciliation. Monitor compliance with generally accepted accounting principles and company procedures.
- Reviews, investigations and corrects errors and inconsistencies in financial entries, documents and reports. Process documentation, prepare EIF & SIF file & upload it in wages Protection System (WPS).
- Responsible in monitoring all the transaction Funds, balance and forwarded it to our respective banks in the other countries as well as Pakistan.
- Make TT, DD, Cancellation and amendment and prepare the day end report.

● EDUCATION AND TRAINING

01/01/2008 – 08/17/2010 Lahore, Pakistan

BACHELOR OF COMMERCE (B. COM) University of the Punjab

● LANGUAGE SKILLS

Mother tongue(s): **URDU** | **PANJABI; PUNJABI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

microsoft office | outlook | Microsoft Excel | microsoft word | whatsapp | Accounting | leadership

● DRIVING LICENCE

Driving Licence: B1

Driving Licence: B

● HOBBIES AND INTERESTS

Important Documents

- Listen Music.
- Play Cricket.
- GYM
- Social Network