



## iftikhar khan

**Date of birth:** 10/12/1982 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

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**Address:** Al baada, Dubai, United Arab Emirates (Home)

### ● ABOUT ME

**I am an enthusiastic, self-motivated, reliable, responsible and hard working person.** I am a mature team worker and adaptable to all challenging situations.

### ● WORK EXPERIENCE

13/06/2023 – CURRENT Dubai , United Arab Emirates

#### EQUIPMENT OPERATOR DNATA/EMIRATE AIRLINE

- Ground support , operating different type of equipment in Airport as per assign .
- fully operational knowledge of Baggage ,cargo , ramp , and operational service .
- Manual handling baggage , and cargo .
- well trained airside driving and work following the safety and security protocol. .

16/05/2022 – 02/01/2023 Dubai , United Arab Emirates

#### PROCUREMENT OFFICER CHOCO-LABE MANUFACTURING LLC

- Establish and maintain Good relation with new and existing clients/customers
- Screening and evaluating best product for their business and create demand for our product,
- Study customer feedback and assure quality and packaging accuracy.
- Negotiate business terms, quotation s, supply and delivery terms.
- Aware of market situation, up & down and maintain demand and supply chain,
- Attend business meeting, food exhibition, to enhance business and find new demand,

09/03/2017 – 11/11/2021 Sharjah , United Arab Emirates

#### ADMIN OFFICER EMIRATE AMERICAN SCHOOL

- Performance management.
- Learning & development.
- Human Resources Information Systems .
- Heading day to day maintenance, operation and management .
- Exam control, duties allocation, conducting and supervising Exam .
- Arranged, Organize and facilitate Parents meeting in campus .
- Maintain and update and keep record the exam file system .
- Preparing, checking& printing Exam, portion, assessment & semester plan .
- Performing other duties also as the management ask

07/09/2014 – 13/12/2016 Sharjah, United Arab Emirates

#### LOGISTIC/TRANSPORT SUPERVISOR NEW WORLD AMERICAN SCHOOL

- Supervise work load schedule, task and other function .
- Maintain and manage all databases relating to transport activities .
- Ensure vehicle maintenance .
- Ensure safety standard transport function .
- Provide guidance, support and identify development need

### ● EDUCATION AND TRAINING

11/03/2010 – 10/03/2013 Peshawar , Pakistan

#### MA .INTERNATIONAL RELATIONS University of Peshawar

## ● **LANGUAGE SKILLS**

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Mother tongue(s): **PASHTO**

Other language(s): **URDU** | **ENGLISH** | **ARABIC**

## ● **DRIVING LICENCE**

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**Driving Licence: C**

## ● **TRAINING /COURSES CERTIFICATES, DNATA/EMIRATE AIRLINE**

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### **training /courses certificates, Dnata/Emirate Airline**

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- dnata Airport Operation Safety
- General Security Awareness Training
- Environment Awareness Training
- Business Excellence: The Fundamentals of Quality
- dnata Document Management System - Business Users
- Data Privacy Basics, DIT, Cyber Security
- Fund. of Baggage with Manual Handling
- Dangerous Goods Basics
- Airport Operation Safety
- Airside Load Management
- Aircraft Balance Awareness
- Emirates Airside Safety
- Fit to Fly - Emirates Airport Services
- Emirates Aircraft Turnaround Supervision
- Basic Aeronautics
- Issuing Electronic Tickets, Displaying Fares, ASUI Re-booking Tool
- Health and safety in the workplace
- Introduction to Civil Aviation
- Explore IATA AREA 1,2,3
- Air Carrier Access Act
- Emirates Sky Cargo-Pharma Product Training, Emirates Charter
- NDC and Future of Airline Retailing
- Fundamentals of De-icing and Anti-icing
- Psychoactive Substance Management Programme, Illegal Wildlife Trading
- Fundamentals of Human Factors