

Tariq Albalushi

Email:tariqalbalushi888@gmail.com



Objective:-

Seeking a professional position to utilize my skills and abilities in the practice to improve the profits and the good name of the company. My creative skills and genuine enthusiasm would allow me to progress professionally. I can work within a team and on my own initiative. I am able to work in a challenging administrative business environment. I am having excellent written oral communication and skills. I have good ability to grasp and learn quickly from my colleagues and seniors. I am ready and willing to work for an esteemed and professional organization.

Academic Qualifications: (Find attached my education qualification certificates).

Educational Institutions attended:-

- Bachelor of Arts from University Baluchistan.
- Intermediate (Science) from Degree College Turbat.
- Advance English language
- Computer course from Royal Army Academic Sultanate of Oman.
- BOD (Supplies) course From Royal Army Academic from Sultanate of Oman.
- IOSH Certificate

Professional Work Experience: -

- Worked as an **Admin officer**
 - Office system and Procedure
 - Staff relations
 - Filing Documents
 - Dealing with management and Staffs
 - Looking the management teams

- Worked at Dubai International airport Applying ADP from the System as well as applying for GP for the Driver's.
- Worked Dubai international Airport as a Safety Officer and investigating accidents and incidents inside airport.
- Implementing procedure and monitoring compliance
- Conducting audit on operation
- Conducting risk assessment and recommending control measure.
- Giving training to driver's and Management about the safety rules and regulation inside the operation
- Giving training life saving rules and safety rules inside airport
 - Done Iosh course.
 - Air side operation.
 - Airside Safety.
 - Human's factors.
 - Safety trainer.
- Store man with the **Royal Army of Oman**. From 2006 to 2014
- Clerk with the **Royal Army of Oman**. As the above mentioned time period.

Courses attended:-

English language teaching experience

1. Computer Literacy.
2. Internet & Emailing.
3. MS Office – Word – Excel – Access- PowerPoint.
4. Microsoft Windows.

Strength & Skills: -

1. I am fluent in Arabic, English and Balushi languages.
2. Good team player and I am having good interpersonal skills.
3. Quick learner & always keen to learn more from colleagues and seniors.
4. I am punctual, enthusiastic, obedient, well groomed, polite, respectful, and hard working.
5. I am ready to work and prepared to do any task that I am instructed to do.
6. Dealing with difference culture peoples.
7. I am able to analyze problems and issues and make a good correct judgment to deliverfor the benefit of the : -
 - a. Customers.
 - b. Stakeholders.
 - c. Good name and reputation of the organization, and management.
8. I am ready to go the extra mile if I am requested to by the management.

PERSONAL DETAILS:-

Name : Tariq Albalushi.
Nationality : Pakistani.
Date of birth : 05/02/1985.
Gender : Male.
Marital Status : Married. Home
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