

Asma Imtiaz Sati



Current address:

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Al Nahda

Sharjah

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EDUCATION & QUALIFICATIONS

- ▶ **Certificate in Passenger Ground Services IATA – Montreal (January 2020)**
- ▶ **Advanced Diploma in Business Administration – Upper Second (ADBA)**
College of Business Education (November 2015)
- ▶ **Certificate of Secondary Education (O-Levels) – Division 3**
Al Haramain Islamic Seminary (November 2007)
- ▶ **Basic Computer Course**
London Capital Computer College (June 2007)

CORE SKILLS

- ▶ Reception
 - ▶ Meet & Greet
 - ▶ Visitor Orientation
 - ▶ Visitor Logs
 - ▶ Call Handling
 - ▶ Payment processing
 - ▶ Housekeeping managing
 - ▶ Meeting room booking
 - ▶ Health and safety
 - ▶ Stock control
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WORK EXPERIENCE

▶ Stone Town Cargo Service L.L.C (November 2018)

Industrial Area 18, Sharjah

Clearing and Forwarding Company

- Documentation support
- Keeping accounts of goods loadings and unloading.
- Forwarding loading information to the concerned shipping party and applying for Bill of Lading
- Generating other necessary documents for motor vehicles and other goods that include VCC documents for motor vehicles.
- Handling payment processes from client to Shipping Line.

▶ Six AM Cargo Services L.L.C (September 2017-September 2018)

- Documentation support
- Keeping records of goods loadings and unloading.
- Billing and managing utility payments for the office.
- Assistant to General manager

▶ Crown Travel and Tours Zanzibar (Feb 2011 – Feb 2016)

- Maintain cleanliness to keep in line with all the company guidelines.
- Handling all calls, both internally and externally
- Meet and greet
- Maintaining a detailed log of all visitors
- Handling all post, courier deliveries and resolving infrastructure issues via close liaison with building maintenance personnel
- Front desk customer services and flight reservations
- Tour reservations
- Documentation support – handling client airline membership and luggage information
- Handling office management issues

▶ Regency Medical Centre (Jan 2007- Jan 2011)

Alykhan Road, Dar es Salaam

- Front desk/Customer Services
- Call operator

- Assistant to General Manager
 - Front desk/Customer Services
 - Call operator
 - Assistant to Human Resource Manager
 - Handling laboratory results documentation and billing
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LANGUAGES

- ▶ **English:** Fluent in speaking, reading and writing.
 - ▶ **Swahili:** Native language, Fluent in speaking, reading and writing
 - ▶ **Urdu:** Speaking
 - ▶ **Gujarati:** Speaking
 - ▶ **Kutchi:** Speaking
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SKILL AND ATTRIBUTES

- ▶ Ability to work alone or as part of a team
 - ▶ Hardworking and a fast learner
 - ▶ Able to work with minimum supervision
 - ▶ Leadership and organizational skills
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PERSONAL INTERESTS

- ▶ Reading newspaper, books and magazines
 - ▶ Exchanging ideas/learning new things from different people
 - ▶ Travelling and exploring new environments
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REFERENCES

- ▶ **Mr. Deepak E B**
Marketing Manager
United Africa Feeder Line
Dubai- UAE
Mobile: +971 56 216 6852

- ▶ **Ms. Humera Aziz Khatri**
Head of Reception
Unicare Medical Centre
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