

Asma Imtiaz Sati



Current address:

P.O.Box 3430

Emirates city

Ajman

Phone: +971 54 776 9876

Email: asmaasati1990@gmail.com

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
-

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

- **Alliance Insurance Company (Jan 2008- Jan 2009)**
Mirambo Street, Dar es Salaam
 - Front desk/Customer Services
 - Call operator

- Assistant to General Manager

 - **Regency Medical Centre Ltd**
Alykhan Road, Dar es Salaam
 - Front desk/ Customer Services
 - Call operator
 - Assistant to Human Resource Manager
 - Handling laboratory results documentation and billing
-

LANGUAGES

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

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
-

PERSONAL INTERESTS

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

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
Burjuman Mall - Bur Dubai - UAE
Mobile: +971 55 579 7179