

Saqib Nawaz

House # 332, Street # 27

Farash Town, Near Bank Stop

Alipur, Islamabad

Tel #: 12 345 67

Cell #: 0400-6574123

Email: saqib.nawaz@jobz.pk

Career Objective:

Obtain an opportunity to work as a flight dispatcher for an airlines company and be able to hone my skills and gain more experience

Educational Details:

MBA Aviation Management, Punjab University, 2007

FDS Aviation Management and Operations, Islamabad Business School, 2003

Job Experience:

2007-Present: Senior Flight Dispatcher, Proud Air Aviations Co.

Responsibilities:

- Prepared accurate flight release and dispatch papers
- Planned flight and dispatch services for the company and clients
- Monitored ground and air activities to ensure safety measures compliance
- Answered client queries and resolved flight issues
- Maintained crew schedules for five light crews
- Delay or cancel flights if safety measures are not met

2004-2006: Flight Dispatcher, Traffic Airlines

Responsibilities:

- Made preflight planning, flight release, and flight monitoring papers, reports and records
- Evaluated fleet's operational environment
- Disseminated flight information as required

Skills & Expertise:

- Excellent planning and organizational skills
- Knowledgeable in flight standards and policies
- Proficient in delivering weather briefing

Professional Achievements:

- Licensed airman
- Certified flight instructor

References:

Will be furnished on demand.