

Qamar Saeed



CAREER OBJECTIVE

Highly motivated professional with a BS Honours in Aviation Management and extensive experience in airport operations and safety. Possessing NEBOSH, OSHA, and IOSH certifications, I am adept at implementing and overseeing safety protocols, optimizing operational efficiency, and ensuring regulatory compliance. I am committed to leveraging my skills and knowledge to enhance safety standards and streamline airport management processes in a dynamic and challenging environment. Seeking to contribute my expertise to a reputable organization where I can drive operational excellence and promote a culture of safety.



PROJETCS

Sialkot International Airport, Sambrial, Pakistan

Position: Internee, Cargo Department

Duration: Nov 2023 - Dec 2023

Responsibilities & Duties:

- Oversaw daily cargo operations, including the management of cargo loading and unloading procedures, ensuring compliance with safety and operational standards.
- Monitored and documented cargo movement through various stages, from arrival to departure, ensuring accuracy and preventing delays.
- Coordinated with ground staff to optimize cargo handling processes, enhancing efficiency and reducing turnaround time.
- Implemented safety protocols for handling hazardous materials, adhering to airport safety regulations and minimizing risk.
- Participated in safety audits and inspections, assessing compliance with regulatory requirements and identifying areas for improvement.
- Maintained accurate records of cargo shipments, including inventory tracking and documentation.
- Supported the training of new staff on cargo handling procedures and safety practices.
- Addressed and resolved operational issues or discrepancies related to cargo, collaborating with team members to implement corrective actions.
- Coordinated with customs officials and regulatory bodies to ensure smooth processing of international cargo.
- Contributed to the development and refinement of cargo handling procedures based on practical experience and feedback.

Zissa International Travel Agency, Sambrial, Pakistan

Position: Travel Advisor

Duration: Mar 2021 - Oct 2023

Responsibilities & Duties:

- Provided expert travel advice and recommendations to clients, focusing on their safety and satisfaction while addressing special requirements.
- Managed end-to-end travel bookings, including flight reservations, hotel accommodations, and transportation arrangements, ensuring accuracy and efficiency.
- Resolved complex travel-related issues, such as itinerary changes, cancellations, and refunds, maintaining high levels of customer service.
- Ensured compliance with travel regulations and safety standards, including visa requirements, health advisories, and travel insurance.

Contact



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Address

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Sialkot, 51310, Pakistan

Personal Info

- Date of Birth: December 23, 1999
- Nationality: Pakistani
- Gender: Male
- Marital Status: Engaged
- Driving License: Valid

Education

BS Honours in Aviation Management

- University of Sialkot, Sialkot, Pakistan
- Graduated: June 2024

Intermediate (ICOM)

- Government Islamiya College, Sialkot, Pakistan
- Graduated: June 2020

Matriculation/Arts (Private Candidate)

- Graduated: June 2018




Certifications

- Occupational Safety and Health Training (OSHA)
- Safety and Health (IOSH)
- International Safety and Health (NEBOSH)

Languages

- English
- Urdu

Skills

Airport Operations	
Cargo Logistics	
Safety Compliance	
Risk Management	
Regulatory Compliance	
Customer Service	
Emergency Response	
Data Management	
Training	
Efficiency	

Hobbies

- Biking
- Pet Lover

Reference

- Reference will be provided on demand.

- Developed and maintained strong client relationships, offering personalized services and follow-up to enhance satisfaction and loyalty.
- Conducted market research to stay updated on travel trends, safety protocols, and new products to offer clients the best options.
- Coordinated with airlines, hotels, and service providers to secure optimal travel arrangements and resolve operational issues.
- Assisted clients in understanding and navigating travel policies, including baggage regulations and airport procedures.
- Provided emergency support for clients facing travel disruptions, ensuring their safety and well-being.
- Contributed to the agency's success by achieving high customer satisfaction scores and receiving positive client feedback.



Achievements

- Successfully completed various university projects, including developing an airport model and a crashed aircraft model, demonstrating skills in aviation management and safety practices.
- Exhibited emotions and moods in human factors studies, highlighting the importance of psychological aspects in aviation safety.
- Managed import-export business operations, overseeing international shipments and ensuring adherence to safety protocols and efficiency standards.
- Developed and maintained strong customer relations, enhancing client satisfaction and loyalty.
- Managed international relations, coordinating with global partners and stakeholders to facilitate smooth business operations.
- Led product development and marketing services, driving business growth and market presence.
- Demonstrated effective management skills in handling human resources, optimizing team performance and productivity.