

Asad Nawaz

Karachi, Pakistan



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SUMMARY

Business Leader with proven ability to develop and implement business management goals. Create business strategies, allocate resources, find ways to increase productivity, and assess employee performance. Liaise with partners and, suppliers. Strong business acumen and managerial abilities.

Team Leader with over 7 years of successful experience in customer service, supply chain, and operations. Recognized consistently for performance excellence and contributions to success in the Aviation industry.

Strengths in team-building and pressure handling backed by training in SAP, Office 365, Office 2019, Project Management, Supply Chain, Customer Service, Business Analysis, Business Intelligence, Marketing, Administration, Human Resources, Public Relations, Business Communication, Digital Marketing, Product Development, Project coordination, HTML, CSS, and JavaScript.



EXPERIENCE



Team Leader

Dnata, The Emirates Group

Dubai, United Arab Emirates

Dec 2016 - Sep 2020

(4 years 6 months)

Working for the Emirates Group, I;

- Developed strategies to promote team member adherence to company regulations and performance goals.
- Adhered to rigorous standards for customer service, merchandising, and operational safety.
- Set clear team goals and delegated tasks and set deadlines.
- Improved team efficiency and productivity by restructuring workflow and managing assignments.
- Increased overall efficiency and productivity of the team by revamping jobs, schedules, and daily assignments.



Operational Assistant

Dulsco LLC

Dubai, United Arab Emirates

April 2013 - March 2016

(3 years)

Working for Dulsco LLC, I;

- Updated clients on cargo and mail statuses by closely monitoring receipt and tracking processes.
- Negotiated and arranged the transport of goods with shipping or freight companies.
- Led warehouse improvement initiatives to advance operational efficiencies.



EDUCATION



Emirates Aviation University

Dubai, United Arab Emirates

Airport Operations

2013 - 2013

IATA courses covering aspect of Airport Operations, Safety and Human Resources



Karachi University

Bachelors, Commerce

2009 - 2011



COURSES & CERTIFICATIONS



External Recruiting

The Emirates Group, Dubai, UAE

Skills covered

Interviewing, Human Resources (HR), Recruiting






Technical Recruiting

The Emirates Group, Dubai, UAE

Skills covered

Interviewing, Human Resources (HR), Recruiting






Corporate Recruiting

	Performance-Based Hiring	Human Resource Institute, USA
	Recruiting Foundations	Human Resource Institute, USA
	Strategic Human Resources	Human Resource Institute, USA
	Running Company Onboarding	Society of Human Resource Management (SHRM), USA
	Talent Sourcing	Society of Human Resource Management (SHRM), USA
	Skills for Inclusive Conversations	Society of Human Resource Management (SHRM), USA
	Creating a Positive and Healthy Work Environment	Project Management Institute, USA
	Cultivating Cultural Competence and Inclusion	Project Management Institute, USA
	Communicating with Empathy	Project Management Institute, USA
	Organization Design	Project Management Institute, USA
	Finding and recruiting High Potentials	The Emirates Group, Dubai, UAE
	Human Resources in the On-Demand Economy	The Emirates Group, Dubai, UAE
	Interviewing a Job Candidate for Recruiters	The Emirates Group, Dubai, UAE


SAP

	Business One	The Emirates Group, Dubai, UAE
	SAP Financials	The Emirates Group, Dubai, UAE
	SAP ERP	The Emirates Group, Dubai, UAE
	SAP Material Management	The Emirates Group, Dubai, UAE
	SAP Crystal Reports	The Emirates Group, Dubai, UAE






LEADERSHIP

	Developing Your Emotional Intelligence	Project Management Institute, USA
	Emerging Leader Foundations	Project Management Institute, USA
	Leading with Emotional Intelligence	Project Management Institute, USA
	Transitioning from manager to a Leader	Project Management Institute, USA
	Leading with Emotional Intelligence	Project Management Institute, USA







STRATEGIC PLANNING

	Setting Business Unit Goals	Project Management Institute, USA
	Strategic Partnerships	Project Management Institute, USA
	Strategic Thinking	Project Management Institute, USA
	The New Age of Risk Management Strategy for Business	Project Management Institute, USA

LEARNING & DEVELOPMENT



	Creating a Culture of Learning (2017)	Human Resource Institute, USA
	Developing a Learning Mindset	Project Management Institute, USA
	Developing Managers in Organizations	Project Management Institute, USA
	Measuring Learning Effectiveness	Project Management Institute, USA
	Organizational Learning and Development	Project Management Institute, USA

COMMUNICATION

	Creating & Giving Presentations	Project Management Institute, USA
	Crisis Communication	The Emirates Group, Dubai, UAE
	Writing a Press Release	The Emirates Group, Dubai, UAE
	PowerPoint Silicon Valley Presentation Skills Secrets	The Emirates Group, Dubai, UAE
	Tips for Better Business Writing	The Emirates Group, Dubai, UAE
	Visual Communication for Business: The Marketer's Secret Weapon	The Emirates Group, Dubai, UAE



COMPUTER SKILLS

	Office 2019	The Emirates Group, Dubai, United Arab Emirates
Microsoft word, Microsoft Excel, Microsoft Power Point, SharePoint, Teams, Outlook, Microsoft Flow 2019, Microsoft Planner 2019		
	Microsoft Project 2019	The Emirates Group, Dubai, United Arab Emirates



Office 365

The Emirates Group, Dubai, United Arab Emirates

- Microsoft word, Microsoft Excel, Microsoft Power Point, SharePoint, Teams, Outlook. Microsoft Flow 2019, Microsoft Planner 2019
- Dealing with Time, Budget and Resource Constrained Projects using Microsoft Project 2019



HONORS & AWARDS



Appreciation

The Emirates Group, Dubai, United Arab Emirates

Mar 2020

Got **appreciation** on managing Flight disruption in Dubai due to adverse weather condition and removing backlog



Appreciation

The Emirates Group, Dubai, United Arab Emirates

Apr 2019

Got **appreciation** on dealing with disruption and fulfilling customer satisfaction



Najm

The Emirates Group, Dubai, United Arab Emirates

Sep 2017

Was honored with **Najm** on working on Business Transformation Project in The Emirates Group



SKILLS

- Microsoft Office • Presentation Skills • SAP Products • Recruiting • Team Building • Pressure Handling • Training & Development • Public Relations • Strategic Planning • Leadership • Learning & Development

Curriculum Vitae
