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**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.