

MUHAMMAD NOMAN



+971-562427195



nomankhan3281@gmail.com



Dubai,UAE

EDUCATION

Intermediate In Commerce

Wah College Of Accountancy
Completed in 2017

Matriculation

FBISE Islamabad
Completed in 2015

SKILLS

- Strong leadership and team management abilities
- Asset Management
- Logistics Managements
- Communication Skills
- Planning and Coordination
- Safety Awareness
- Driving License

LANGUAGE

- English
- Urdu

PROFILE

Seasoned aviation professional with a robust background as a Push Back Assistant, Ramp and Baggage Loader, Customer Service expert, and accomplished Aviation Coordinator. Successfully managed diverse contracts encompassing Sky Cargo, Logistics, DHL, FedEx, Ramp and Baggage, aircraft cleaners, Customer Service Marhaba, and wheelchair services. Proficient in deploying and supervising over 500 staff members. Seeking a challenging role where my comprehensive expertise in aviation operations, contract management, and team leadership can drive operational efficiency, elevate service standards, and contribute to organizational growth."

WORK EXPERIENCE

Transguard Group LLC

Mar 2024 - Till Now

Admin Driver

- Coordinate with the team and collect the documents and handover to the team safely

Transguard Group LLC

Sep 2023 - Mar 2024

Hertz Rent a Car (Al Futtaim)

- Coordinate with the customers and deliver vehicles
- Completes necessary paper work, including rental agreement and inspection forms.
- Overseeing the front desk at a rental agency

Transguard Group LLC

Nov, 2021 - Sep 2023

Aviation Coordinator

- Coordinating and managing reservation for accommodation, ensuring accuracy and timely conformations
- Supervised more than 500 staff, scheduling tasks and troubleshooting.
- Produced reports and memos using Office tools

Transguard Group LLC

Apr 2020 - 31 Oct 2021

Push Back Assistant Airport (DXB)

- Guided aircraft to and from gates using specialized vehicles.
- Communicated effectively with pilots for precise aircraft positioning.
- Operated pushback tugs for efficient aircraft maneuvering.
- Collaborated closely with ground crew and air traffic control.

AIRPORT OPERATION TRAININGS

- Aviation – Mobilisation – Cargo – Cargo Special Load Handling
- HUB INDUCTION LOADERS
- Aviation – Mobilisation – Dnata – Airport Operations Safety
- Aviation – Mobilisation – Dnata – Fundamentals of Baggage with Manual Handling
- Aviation – Mobilisation – General Security Awareness Training
- Aviation – Non-Mobilisation – Dnata – DGT001 – Dangerous Goods Basics
- Aviation – Non Mobilisation – EK Sky Cargo – Human Factors
- Dangerous Goods Basics
- Marshalling By Dubai Airport (DNATA)
- Ground Power Equipment (Aircraft AC, POWER,CHOCK,TOWBAR)
- Airport Driving Permit (ADP)
- Fundamentals of Human Factors
- Safety Management System (SMS)

Transguard Group LLC

Feb 2020 – 31 Mar 2020

Airport Ramp and Baggage Loader (DXB)

- Efficiently loaded and unloaded baggage and cargo onto aircraft.
- Strictly adhered to safety and security protocols during handling.
- Assisted in aircraft movements and positioning on the airport ramp
- Organized baggage systematically for timely loading onto flights.

Royalson Hotel

Sep 2018 – Sep 2019

Hospitality

- Greeting guests, checking them in and out, and addtrssing inquiries and concerns.
- Managing bookings, confirming reservations, and handling cancellations.
- Coordinating with different departments (housekeeping, maintenance, dining) to meet guest needs.
- Providing exceptional service to enhance guest satisfaction and loyalty.