



Mrs. Ayesha Shakoor

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Objective:

To use my personal abilities and experience in achieving the corporate and personal goals in Challenging environment of reputable and dynamic organization.

Experience Details:



Fujairah Aviation Academy.

Fujairah –UAE

Flight Operations Supervisor.

January 2017 till June 2020:

- Joint responsibility with the pilot for the safety and operational control of flight under his/her guidance.
- Responsible for economic, trainee pilot service and operations control of day to day flight operations.
- Analyze and evaluates meteorological information to determine potential hazards to safety of flights.
- Compute and the amount of fuel required for the safe completion of flights according to type of aircraft , distance ,maintenance limitation ,weather conditions and minimum fuel requirements prescribed by applicable aviation regulations
- ATC Flight Plan ,Notams, Weather collection, Weight and balance, Crew Briefing

Emirates Aviation Services.

DUBAI- UAE

Flight Operations Officer & Crew Scheduling.

January 2016 till January 2017

- Crew Scheduling.
- Maintain the crew duty cumulative record.
- Monitor daily flights movements and keep the crew informed about any changes.
- Maintain documents of crew and flight record, Notams, Weather collection, Operational Flight Plan.
- Communicating and coordinating with all departments.



VISION AIR INTERNATIONAL.

DUBAI- UAE

Flight Operations Officer.

July 2013 till Oct 2014

- During job worked on Japanese Flight Planning System, Dispatched
- **Saudi Airlines Cargo flight.**
- Managed and monitored company's flight operations ,
- Flight clearances, Notams, Weather collection, Operational Flight Plan,
- ATC Flight Plan, Weight and balance, Crew Briefings:





AIRBLUE INTERNATIONAL AIRLINE.

KARACHI-PAKISTAN

Flight Operations Controller.

Feb. 2008 – Oct 2012

- Communicating and coordinating with all departments on the ground & in air and acting as a point of contact
- To provide safe, efficient & on time departure of schedule (local and international) flights
- Managed and monitored company's flight operations.
- Send daily reports to higher managements regarding the operation related work.
- Flight clearances, Notams, Weather collection, Operational Flight Plan, SITA.
- ATC Flight Plan, Weight and balance, Crew Briefings:

Concept (Pvt) Ltd .

Islamabad-PAKISTAN

Office Administrative Assistant and Sales Assistant.

Sep 2004 - Nov 2005

- Computerized entry of relevant records of sales
- Answer calls regarding sales of Pay phone
- Entry and filling the delivery records
- Client handling on front office
- Arrange interviews and coordinated with sales manager for sales team
- Managed Resumes, Conduct Meetings and Trainings
- Responding to and comments and resolving customer complaints.
- Ability to increase profitability through excellent service and the effective

Sales Assistant Objectives:

- Interact with clients so as to make relations better and smoother
- Assist clients with product selection
- Replenish depleted product supplies
- Arrange for delivery dates and pick-ups
- Meet sales targets ,to process payments
- Provide technical support to clients

Academic Qualification:

<u>Valid Flight Operation Officer License. License No. 828</u>	Sept 2007
Issued by Civil Aviation Authority of Pakistan	
<u>Diploma in Computer Information System</u>	May 2007
ZAS Fashion and Textile College	
<u>Basic and Advance Flight Operation Officer Course</u>	May 2007
Shaheen Airport Service	
<u>Airline Basic Course</u>	Sept 2005
Sales, tariff, ticketing and computer reservation in collaboration with skills development from council ministry of labor, manpower and overseas, Islamabad, Pakistan	
<u>Commercial Pilot License. License No.2389</u>	Mar 1998
Peshawar Flying Club on C-150/152 and C-172	
<u>Intermediate exam</u>	Mar 1991
Govt. Girls College, Attock, Pakistan	

Special Skills:

- Customer relationship, working alone or on a team, accepting change
- Managing several projects at the same time.
- Word processing: Using Word or Word perfect, sometimes notepad text.
- Email: Use of a basic email setup like Outlook.
- Internet skills: Using a web browser.
- Spread sheets: Usually Excel.
- UAE Valid driving License.

EXTRA CURRICULAR ACTIVITIES:

Book Reading, pets, and music.

Reference on request.