



SANA AZMAT ALI

I am an experienced senior flight operations officer seeking a full-time position in the field of aviation and the service industry, where I can apply my knowledge and skills for continuous improvement.

WORK EXPERIENCE

Position: Technical Operations Specialist:

**Company Name: AVIATION
OPERATIONS**

04-09-2023- 07-12-2023

- Updating Record with logbook for Aircraft
- Working on Databases including technical department
- Work closely with airline technical issues
- Arranging Apron passes
- Updating with client issues
- Updating employees' records with assignments
- Follow up with Employees Assignments Target Date
- Meeting's Agenda
- Updating record for aircraft components
- Updating record on Database and shared folder
- Sending Queries to Aircraft companies
- Updating record for Mourning Briefing
- Following up on MEL items with airline

POSITION - OFFICE COORDINATOR Saudi Arabia

Company - SAUDI MOTORSPORTS COMPANY FORMULA 1

01-02-2022 – 10-04-2022

- Updating Formula Team information
- Monitoring Flights for Formula 1 teams
- Work Closely with DATA team
- Updating missing information from Data Team
- Sending Flight Data to the Airport Team
- Following up with the Flights of Formula Team
- Updating Airport team with all the information

POSITION – SENIOR FLIGHT OPERATIONS

OFFICER Company- Airports World Saudi Arabia

July 2014- Nov 2019

- Arrange all Ground Handling request Cargo/ Passenger Flight
- Handling all flight at all airbases of Saudi Arabia
- Loading and offloading cargo by Team

- Coordinating with Finance Department
- Knowledge about pallets,
- Booking national and international tickets
- Coordinating with Pilots and Crew
- Sending Flight plans to FIXED BASE OPERATORS
- Responsible for Handling all Flights -Crew Accommodation
- Arranging Crew Transportation
- Working with All hotels Reservation for our VVIP Clients
- Working with GACA (Landing &Overflight Permits)
- Coordinating with Slot Companies Internationally
- Arranging Slot at Company request
- Follow up with Clients
- Sending Flight Reports to Operators
- Sending Fuel prices to Clients
- Coordinating with GSE Companies
- Arranging Catering arrangements for Flight Crew
- Arranging Catering for VVIP Clients

POSITION: FLIGHT OPERATIONS OFFICER

COMPANY: EQUIPMENT CORNER Company

01-11-2012 - 11-11- 2013

- Arranging and Handling all Ground Support Equipment
- Knowledge of all the Catering items
- Sending Arrival//Dep Mvt
- Sending Flight Reports to Clients
- Contact FBO (Fixed Based Operator)
- Coordinating with Flight Operators
- Helping Immigration in Crew Clearance
- Coordinating with GACA for parking positions of the AC
- Working closely with all hotels for corporate rates
- Handling Guest Check inn- Check out.
- Advise them for best Catering options.
- Coordinating with different Fuel companies

Company Name Private Executive Aviation

Position Marketing executive

Nov 2009 - Dec 2011

- Handling private Charter Flights
- Handling VVIP Customers Inquiries
- Negotiating with Aircraft Companies
- Knowledge of all Aircraft types

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