



CONTACT ME

☎ +971 50 475 5152

✉ anzarkhan313@gmail.com

👤 11 / 05 / 1989

📍 Dubai, United Arab Emirates

📷 Visa Status: Visit

EDUCATION

Bachelor of Commerce Kerala University

2009 - 2012

Higher Secondary Cordova HSS

2007 - 2009

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

SKILLS

- Critical Thinking
- Problem Solving
- Communications skill
- Accounting
- Budgeting
- Mathematical
- MS Office
- Customer Service
- Decision Making
- Project Management
- Supervising

Anzar Khan

HR Coordinator | Operation Supervisor

Experienced with a demonstrated history of HR recruitment, working with airport operational sectors. Skilled in Negotiation, Sales, Customer Relationship Management (CRM), Market Research, and Management. Strong and protective services professional with a Bachelor of Commerce (BCom) from Kerala University.

WORK EXPERIENCE

HR Coordinator

2021 Feb - 2023 Jan

PROFESSIONAL HOSPITALITY AND SUPPORT SERVICES, INDIA

- Recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting.
- Documentation and coordination required for end-to-end processes like joining, orientation, issuing employment contracts, performance appraisal, exit formalities etc.
- Maintain records of personnel-related data (payroll, absences, leaves, bonus etc.) and ensure all employment requirements are met.
- Proven success in developing new business and managing sales cycles, generating leads and closing deals while developing strong client relationships.
- Capability in Estimating prices, credit or contract terms, warranties, and maintaining delivery dates.
- Discovered potential customers through databases, cold calling, followed-up leads and telephone/personal contacts.
- Conducted valuation of market conditions through market visit and updated status of market conditions.
- Prepared documents and reports for each project and Followed-up on enquiries and confirmed new projects.

Operational Administrator

2013 Sep - 2020 May

DUBAI AIRPORTS, UNITED ARAB EMIRATES

- Coordinated with all stakeholders to ensure the terminal operation has met its standards.
- Coordinated with AOCC (Airport Operation Control Centre) with updated information of flights schedule.
- Reviews and amends all information of bay/gates which are reflected in the Data management information system and CPM messages to ensure accuracy of AOCC.
- Handled with airport communication system like UFIS (Universal flight information system).
- Worked with terminal duty officers and team leaders on safe practices.
- Any issue reported to duty officer or duty manager immediately for the further instruction and follow-up.
- Maintaining good communication with passengers.

TRAININGS

- Safety and security Awareness (Dubai Airports).
- Service Boot Camp (Dubai Airports).
- Airport Service Personality (Dubai Airports).