



# SHAIR ALI

Proficient in navigating complexities of multinational organizations, applying experience and skills to foster success and growth.

## CONTACT

- Dubai , UAE
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## SKILLS

- Decision-Making
- Reporting Skills
- Planning and Organizing
- Team Work
- Conflict Management
- People Management
- Deadline Oriented
- Communication Skills
- MS Office (Word, Excel, PowerPoint & Internet)

## CERTIFICATIONS

- National University Of Modern Languages, 3 months, Diploma
- Peak Solutions, Graphics, Adobe Photoshop, Adobe Illustrator, Coral Draw, Power Point

## PERSONAL INFORMATION

- Date of birth: 1996-11-22
- Marital status: Single

## DRIVING LICENCE

Sharjah, Light Vehicle

## CUSTOM SECTION

50 wpm

## EXPERIENCE

### *Business Development Executive*

Freight Hub Shipping LLC - Dubai , UAE

08/2024 - Current

- Generated significant value business through targeted client acquisition in freight forwarding and logistics.
- Developed and maintained strong relationships with existing air freight clients, enhancing retention and upselling opportunities.
- Identified and pursued new business opportunities within air freight sector.
- Negotiated pricing and contracts with clients to maximize profitability and secure competitive rates.
- Collaborated with internal teams for timely processing of air freight shipments.
- Monitored sales performance metrics, including revenue and market share, to inform strategic decisions.
- Maintained strong relationships with major airlines to secure favorable rates in UAE market.
- Stayed informed on market trends, competitor activities, and industry regulations to drive sales growth.

### *Project Manager (Business Services)*

Wmh Group - Dubai, UAE

08/2022 - 01/2023

- Managed and maintained all controlled company documents throughout entire lifecycle.
- Updated and controlled procedure documents and forms to ensure accuracy.
- Created and managed document hierarchy and process systems for efficiency.
- Conducted frequent audits to confirm documents remained current and accurate.
- Ensured accessibility of revised documents for authorized personnel.
- Assisted with communication during external audits to enhance transparency.
- Conformed to enforced specifications and document control procedures consistently.
- Logged document requests and facilitated retrieval for employees as needed.

### *Admin Cum Document Co*

Al Aidy Group - Sharjah, UAE

12/2019 - 08/2022

- Manage and monitor the day-to-day operational activities.
- Manage overall operations and responsible for the effective and successful management of productivity & quality as established and set for the Department.
- Supports Department in the areas of processing, Critical Issues, communication skills, Troubleshooting & Escalation.
- Quality assurance, supervising & Training Other Employees.

- Monitoring existing process & Analyzing their effectiveness; and creating strategies to improve productivity & efficiency.
- Maintains excellent knowledge level related to products, services & and respective processes.
- Daily/Weekly/Monthly reviews of team based on the KPI, MTD & sharing the same with the Dept. Head & recommendation so that correct action to be taken when necessary to meet objectives.
- Quality Call Check while processing the orders for customers.
- Close Monitoring of the task given to Team Eg. Customer Service support a Follow up activity.
- Support daily activities of the operational, Customer service support, functions and processing.
- Motivating Team Members for learning new skills.
- Liaise with managers and encourage on-the-job coaching.
- Identifying strengths and weaknesses.
- Conduct role-playing activities to develop interpersonal skills.

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## EDUCATION

10/2025  
Virtual University  
MIT  
ongoing

01/2018  
Bachelors Of Arts  
University of Punjab

01/2017  
Intermediate FSC Pre Engineering  
Punjab College

01/2015  
Matriculation Science  
The Honors School