

Babar Khan
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Career Objective

Looking for an opportunity with a progressive organization where I can utilize my skills towards continuous growth of the company.

Education

Indiana University, Indianapolis, IN

- Bachelor of Science (Area of Focus: Management & Public Affairs)

Professional Experience

Operations Coordinator

July 2004 – January 2012

US Airways.- Indianapolis International Airport, Indianapolis, IN

- Responsible for setup and maintenance of all facets of ground operations.
- Involved with station opening operations for the US Airways at Indianapolis Airport.
- Responsible for the logistic planning, coordinating and implementing of fueling & load balancing.
- Executed professionalism as a lead to manage between customer service department and ground operations, in turn meeting flight in & out quotas.
- Coordinated assignments with internal and external US Airways vendors including USPS, Millionaire Fueling Services, and Signature Deicing.
- Understood travelers needs & excelled to ensure any discrepancies are sorted out in a timely manner.

Fleet Service Representative

June 1999 – June 2004

US Airways.- Indianapolis International Airport, Indianapolis, IN

- Responsible for baggage and cargo services operations.
- Moved baggage and cargo of various weights to and from aircraft
- Successfully commissioned belt loaders
- Serviced aircraft at gates with ground power and air conditioning
- Towed and pushback aircraft from gates
- Assisted customers with inquiries.

Shift Manager
K Mart.-Elkhart, IN

June 1996 – May 1999

- Administrative responsibilities included processing hour for payroll and closing register.
- Placed orders to restock merchandise and handled receiving of products.
- Extensive work with visual standards and merchandising high-ticket items.
- Coached new employees, one-on-one and delegated responsibility with respect.
- Encouraged employees to perform tasks to best of their ability by delegating tasks based on personal strengths and interest, and providing accurate and timely feedback for employee inquiries.

Skills Summary

- Excellent **project management and team work skills** acquired by organizing charity events and Seminars while serving as treasurer of SA.
- **Problem solving and analytical skills** acquired through experience of running societies in high school.
- **Technical writing and presentation skills** acquired through attending various learning sessions while attending university
- **Proficient** in MS Office (All versions), HTML and Windows XP
- **Functional knowledge** of Visual basic.

References available upon request