

Sana Ahmed

Detail-oriented professional with an MSc and BSc in Aviation Management. Experienced in admissions, aviation operations, and planning. Proficient in optimizing processes, analyzing data, and collaborating with teams to achieve goals. Quick learner committed to excellence.

+923337739996

+447417544697

ahmedsana341@gmail.com

EXPERIENCE

University College Birmingham — Admission Clearing Advisor

Jul 2023 - Sep 2023

Managed the logistics of students by addressing the inquiries and enrollment processes, ensuring efficient allocation of resources and accurate guidance for course selection.

Implementing new techniques onto QOE software, maintaining up-to-date and accurate records for admissions.

Addressed complex admission cases by analysing data and providing tailored solutions.

Supported Clearing Open Day by coordinating inbound and outbound calls, ensuring smooth communication and operational efficiency.

Civil Aviation Authority Pakistan — Intern

Jul 2021 - Sep 2021

Conducted pre-flight planning by analyzing NOTAMs, weather conditions, and route selections to ensure operational standards and efficiency.

Updated internal databases with employee records and scheduled interviews to streamline recruitment.

Prepared HR training reports, and sales and marketing summaries for Islamabad International Airport, enhancing strategic planning and regulatory compliance.

Assisted in planning the tours and marketing campaigns.

Shaheen Airport Services Islamabad — Trainee

Jan 2020 - Feb 2020

Assisted in cargo operations, coordinating the movement of goods and ensuring on-time delivery.

Optimised booking and reservation systems to enhance operational efficiency.

Analysed market trends to identify opportunities while working with cross-functional teams to ensure smooth operations

SKILLS

Networking and Negotiation

Timely Delivery

Team Collaboration

Volunteering Experience

Problem-Solving

AWARDS

Shaheen Airport Services
Training Certificate

Civil Aviation Authority
Internship Certificate

IELTS Certificate

Course Certificate (Inclusive
Leadership)

Volunteer Certificate (Air
Tech 2018)

LANGUAGES

English, Urdu

Air University Writers Club — Social Media Head

2019 - 2020

Designed content schedules, ensuring timely delivery and compliance with organisational goals, exhibiting strong planning and organisational skills.

Coordinated with team members to sort audience queries and manage feedback, reflecting teamwork and problem-solving capabilities.

Prepared feedback reports to evaluate campaign success and refine content strategies to increase engagement.

EDUCATION

University College Birmingham, United Kingdom — MSc Aviation Management

February 2023 - September 2024

Air University, Pakistan — BS Aviation Management

September 2018 - June 2022

Army Public College, Pakistan — ICS

June 2016 - May 2018

Bahria Foundation School, Pakistan — Matric

March 2014 - June 2016

PROJECTS

Analysis of the effectiveness of social media tactics and passenger response — *A case of Saudi Airlines*

RFID handling system for Royal Air Maroc Proposal

The disparity of PIA's brand perception among Gen X, Y and Z — *A case of Pakistan International Airline*