



**NATAN
AYUB**
OPERATIONS MANAGER

 Dubai International City, Dubai, 50819, United Arab Emirates

 +97504497398

 nathanayub@gmail.com

ABOUT ME

As a dynamic and ambitious individual, I am driven by the pursuit of challenging goals and steadfast in my commitment to realizing my full potential. My enthusiasm for learning and my strong interpersonal skills make me an excellent team player. I am eager to contribute my energetic spirit and communicative abilities to your team, fostering collaboration and excellence in all our endeavors.

SKILLS

STRONG WORK ETHICS

GOOD COMMUTATION

DECISION MAKING

TIME MANAGEMENT

TEAM WORK & ADOPTABILITY

SELF-MOTIVATION

ABILITY TO WORK UNDER PRESSURE

LANGUAGES

ENGLISH

URDU

PUNJABI

HOBBIES

TRAVELING,FISHING,WATCHIN
G MOVIES,WEB SURFING

WORK EXPERIENCE

SN TRADERS

Jan 2021 - Jun 2023

Operations Manager

- Oversee the production processes to ensure timely and cost-effective manufacturing of cleaning products while maintaining the highest quality standards.
- Manage the supply chain, including sourcing raw materials, negotiating with suppliers, and ensuring timely deliveries.
- Implement and maintain quality control measures to ensure compliance with industry standards and product specifications.
- Manage inventory levels to avoid stockouts and minimize carrying costs.
- Lead and mentor the operations team, fostering a culture of excellence, teamwork, and continuous improvement.
- Continuously evaluate operational processes to identify areas for improvement and cost-saving opportunities.

LAHORE AMERICAN SCHOOL

Jul 2013 - Nov 2019

Operations Office Coordinator

- Managed NIAS and Faculty attendance and leaves, Mobile Phones billing, Visa Applications, inventory supplies, purchasing, and other administrative duties.
- Supervised communication supervisors and performed various administrative support tasks.

LAHORE AMERICAN SCHOOL

Jan 2012 - Jul 2013

Inventory Assistant

- Handled inventory, received incoming items, input inventory data into ERP programs, and performed other inventory-related tasks.

THE ROYAL BANK OF SCOTLAND

Mar 2010 - Oct 2010

Business Executive / Customer Services

- Interacted with customers, resolved complaints, and provided customer services.
- Maintained customer accounts, handled consumer sales, and dealt in bank insurance.

ABN AMRO BANK

Apr 2006 - Mar 2010

Office Assistant

- Handled incoming calls, managed filing system, performed general office clerk duties, and assisted in office maintenance.

EDUCATION

PERSONAL DETAILS

Date of birth
28 Oct 1987

Nationality
Pakistani

Visa status
Employment

Marital status
Married

UNIVERSITY OF
PUNJAB
Lahore
2008

Bachelor in Arts

- Studied English Literature and Journalism.

MODERN COLLAGE
COMMERCE
Lahore
2005

Intermediate In Commerce

- Studied Accounting, Economics, and Business Math.

ROSS MARRY
GRAMMAR HIGH
SCHOOL
Lahore
2002

Matriculation

- Studied Physics, Chemistry, and Biology.

COURSES

MODERN COLLAGE OF
INFORMATION
TECHNOLOGY
Aug 2024 - Aug 2024

IT Pack (MS. Office)

SCHOLARS COLLAGE
OF COMPUTER
SCIECE
Apr 2008 - Mar 2009

Information Technology

THE BRAINS COLLAGE
Jan 2012 - Jan 2012

Ms. Office

INTERNSHIP

ABN AMRO BANK
Aug 2005 - Sep 2005

Trade Finance