**Ibrahim**

Email: Ibrahim.163894@2freemail.com

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**Objective Statement:**

As a bright ambitious person, I enjoy working in a fast paced, highly motivating position where I can assist others while challenging and expanding my knowledge and understanding of the task at hand. I am seeking a position that will utilize my skills and offer the chance for advancement as well as allow me the opportunity to gain additional skills and experience.

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**Personal Information: Languages:**

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| **Languages** | **Speaking/ Writing/ Reading** |
| **English** | **Fluent** |
| **Arabic** | **Fluent** |
| **Urdu** | **Fluent** |

**Date of Birth: 24/01/1984**

**Age: 30 Height: 6’01”**

**Gender: Male**

**Marital Status: Married**

**Place of Birth: Dubai U.A.E**

**Educational Attainment**:

College: University of Punjab Degree: Bachelor Degree of Arts in Computer Hardware
Date Graduate: June/2003

High School: Emirates English Speaking High school Dubai U.A.E
Date Graduated: June 1998

**Work Experience:**

**Company:** Parsons Brinckerhoff

 (Steven Clement)

**Business Sector:** Infrastructure

**Employment Period:** May 2009-April 2013

**City, Country:**  Dubai U.A.E.

**Position:** Assistant cum Chauffer for PB Company’s Regional

Director

**Job Function:** Responsible for

* More than 5 years’ experience in an office environment.
* Able to relate well to the public, very personable and good communication skills.
* Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
* Strong ability to work effectively with multiple supervisors.
* Capable and practiced in handling complex and multifaceted tasks.
* Extremely knowledgeable with clerical tasks and time management.
* Well-versed in Windows, Microsoft Office, desktop publishing, and database management
* Process government documents and papers.
* Hands-on experience in reading maps and understanding the GPS system
* In depth knowledge of roads, locations and addresses in and around Payson
* Proficient in understanding and following driving instructions and road rules

**Company:** **JETEX Free zone Dubai**

**Business Sector:** Service Industry

**Employment Period:** March 2007- April 2009

**City, Country:**  Dubai U.A.E.

**Position:** Public Relations Officer/ VIP Guest Care

**Job Function:** Responsible for

* Support, coach, develop and motivate all team members and peers to build morale and ensure excellent discipline and grooming standards.
* Support supervisors in the achievement of their accountabilities ensuring that they are fully briefed and debriefed in relation to their provision of superior customer service and maintenance of standards, as per the standard operating procedures
* Display excellent motivational leadership, delegation and mentoring in order to facilitate customer satisfaction.
* Motivate and encourage Supervisors and frontline staff to come up with bright ideas and generate service improvement feedback

**Company:** **Gulf Orient Shipping Company**

**Business Sector:** Shipping Industry

**Employment Period:** February 2006-February 2007

**City, Country:**  Dubai U.A.E.

**Position:** Clearance Coordinator

**Job Function:** Responsible for

* Maintaining all paperwork and records of each shipment sent by warehouse section
* Record files for future reference by warehouse supervisor
* Prepare packages for shipping as well as verifying information with diligence
* Responsible for packaging of items and labelling for the shipping department
* Determine method of shipment by utilizing knowledge of shipping procedures
* Inspection of outgoing goods to ensure quality assurance
* Examine incoming shipments, reject damaged items, record shortages and correspond with shipper to rectify damages and shortages
* Ensuring outgoing shipments meet quality specifications of company
* Taking inventory to verify amount of available space for stock

**Company:** **Tiffany Building Materials Co.**

**Business Sector:** Construction/Service Industry

**Employment Period:** January 2004- January 2006

**City, Country:**  Dubai U.A.E.

**Position:** Sales Executive

**Job Function:** Responsible for

* Expert knowledge in construction materials
* Maintain positive client relations
* Presenting the products in a structured professional way face to face
* Act as a representative of the firm by answering emails and phone calls i.e. customer feedback and sales promotion

**General Skills:**

* Excellent in planning, developing and implementing public relations strategies.
* Acts as a representative of the firm by answering to people after media coverage's, through emails and phone calls.
* Involved in photo shoots, case studies, magazines, photographs and multimedia messages of the firm.
* Knowledgeable in maintaining all updated information about the firm on its website.
* Knowledgeable in event planning and organizing public oriented events sponsored by the firm.
* Coaching employees in communication skills.
* In depth knowledge of U.A.E. roads over the seven emirates
* Analysis and problem solving
* **License:**
* Light vehicle **U.A.E** driving license with 10 years

**Information Technology Skills:**

* Well-versed in Windows, Microsoft Office, Microsoft Excel, desktop publishing, and database management
* Software & hardware installation and maintenance
* Cable & WIFI installation and maintenance
* Data entry & analysis