**SHAHROZ**

**Summary**

**SHAHROZ.209033@2freemail.com**

* Profile Male , 26 , single
* Nationality Pakistani
* Current location Abu Dhabi ( zirku island ) united Arab emirates ( u.a.e )
* Current position Office Clerk
* Company Abu Dhabi national hotel compass ( offshore, zirku island)

**Carrier objective**

 Highly organized individual having strong inter-personal communication skills. Acquired abilities to deal with people at all levels in modern offices and take independent decisions in high-pressure environment and result oriented. Able to plan new techniques and procedures very quickly. A confident, self-starter with high level of motivation towards acceptance and desire.

I wish attain suitable position in an esteemed organization and wish to use all my constructive abilities and desirous to make my career by enhancing my quality of works demand to achieve the desired result. I sincerely believe in maintaining a peaceful, friendly and respectable atmosphere at my place.

**Work experience**

**Aug 2014 – present Abu Dhabi national hotel Abu Dhabi, zirku island**

 **(OFFICE CLERK)**

This company is active in a catering business and it is a semi government company and it has most of the location in offshores, rigs, platforms, cruises etc.

I am responsible for:

* To open and close office on a daily basis
* coordinate messenger and courier service
* fax, scan and copy documents
* monitor and maintain office supplies
* To organize and maintain records
* ensure office equipment is properly maintained and serviced
* To Organize and secure materials and household supply cabinets
* keep office area clean and tidy

**Mar 2011 to Apr. 2014 Mustaqim Dyeing & Printing Karachi, Pakistan**

 **(RECEPTIONIST)**

This company is a dyeing & printing company and these companies has an award winning company in best dyeing & print the fabrics like bed sheets, quilt, curtains etc.

I was responsible for:

* Answer telephone calls and take messages or forward calls.
* Schedule and confirm appointments and maintain event calendars.
* Greet and welcome customers, clients, and other visitors.
* Check visitors in and direct or escort them to specific destinations.
* Inform other employees of visitors’ arrivals or cancellations.
* Enter customer data and send correspondence.
* Copy, file, and maintain paper or electronic documents and records.

**Education**

**Aug 2009 to Aug 2011 Karachi university Karachi Pakistan**

**.**Bachelor of commerce (B.com) 2nd division

**Feb 2007 to Feb 2009 liaquat govt college Karachi Pakistan**

**.**Inter commerce (I.com) grade (D)

**Jan 2007 St Mary’s high school Karachi Pakistan**

**.**Matric (science) grade (B)

**Other certificates**

**Sep 2011 to Sep 2012 (Pakistan institute of tourism and hotel management) Karachi**

* Food and Beverage Management Diploma ( 1 year )

**16 Jul 2014 (emirates technical & safety development center) Abu Dhabi uae**

* Basic offshore safety induction emergency training
* Safety induction
* Helicopter safety & escape with EBS
* Sea survival & first aid
* Firefighting & self-rescue
* Attended **Personal Hygiene and Food Handling Training Course** conducted by **ADNH Compass Me LLC. Training Section Abu Dhabi.**

**IT skills**

 **Windows and office tools**

* MS word , excel , data entry

**Languages**

* Urdu native
* English fluent
* Arabic basic
* Hindi fluent

**-- Declaration –**

 I hereby declare that the above – furnished information’s are true and correct to the best of my knowledge.