**OBJECTIVES:**

*To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards a complete satisfaction of the company.*

**SUMMARY OF QUALIFICATION:**

* *Highly organized and able to work positively and constructing within pressurized environment.*
* *Flexible and fast learner, yet discipline and detail oriented*
* *Able to develop ,maintain and strengthen business relationship with clients*
* *Excellent communication and self-motivated*
* *Very enthusiastic and self-motivated*

**SPECIAL SKILLS:**

* *Can handle situation under pressure*
* *Good in written and oral communication*
* *Work well with other people at all levels*
* *Ability to communicate articulately with people*
* *Multi task work*
* *Computer Literate ( MS Office and MS Windows{operating & installation} )*

**WORK EXPERIENCES:**

|  |  |
| --- | --- |
| *Position****: Sales Agent****Company:* *Tourism* | *2008 to 2010**Lahore Pakistan* |

* *Dealing with customer queries and complaints*
* *Providing advice about visas or passports*
* *Recruiting, training and supervising staff*
* *Managing budgets*
* *Planning Meeting profit or sales targets*
* *Preparing promotional materials and displays*
* *Selling holidays and insurance*

|  |  |
| --- | --- |
| *Position:* ***Machine Operator as a Hot a Stamping****Company: Technologies* | *2012 to present* *Dubai, U.A. E.* |

* *Set up machines at the beginning of shift to ensure proper working order*
* *Perform testing procedures to ensure that machines work optimally during the production procedures*
* *Maintain and clean machines before and after each shift*
* *Feed information akin to speed, shapes and sizes through the machine set up box*
* *Place parts in semi-automated machines*
* *Calibrate machines at the beginning of each shift*
* *Recalibrate machines at the end of each shift*
* *Monitor machines during every procedure to ensure optimum running*
* *Troubleshoot problems during machine operation*
* *Ensure that regular and preventative maintenance procedures are carried out*
* *Perform random tests to ensure accuracy*
* *Perform safety checks on every machine*
* *Ensure that machines are producing quality products by managing periodic checks on output*
* *Ensure stocks of needed materials are ready and available at all times*
* *Create and maintain activity logs*
* *Provide relevant information regarding progress to supervisors*

**EDUCATION ATTAINMENT:**

* ***I.Com (Part 1) from BISE Lahore***
* ***Matriculation (Science) from BISE Lahore-2007***

**PERSONAL INFORMATION:**

*Date of Birth: 16th January 1991*

*Religion: Islam*

*Nationality: Pakistani*

*Civil Status: Single*

**First Name of Application CV No:** **1673316**

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