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| **Usman Siddique**  **Visa Status: Resident**  **Nationality: Pakistan**  **DOB: 17th Feb 1983**  **Born & Brought up in UAE**  **Holding valid UAE driving License**  **Languages Known: Arabic (basic), English, Urdu** |
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| * **Completed SSC (metric) from Pakistan Islamia Higher Secondary School, Ajman.** * **GED from Preston University, Ajman.** * **Galileo Core System from Emirates Aviation College, Dubai.** * **Galileo 360 Degree Fares from Emirates Aviation College, Dubai.** * **AutoCad+3D Max.** * **Hardware A+ course.** * **CCNA-MCITP.** * **Holding Electrical Diploma.** |

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| **Seeking a Position where I can possibly enhance my skills, abilities and expertise I possess. Where I can be best utilized and sharpen my professional growth and learning. I’m looking forward to dedicating my skills and expertise while being open to the possibility of learning more. I would like to become responsible in the growth of organization.** |

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| * **Counter Staff in Al Massa Travel and Tourism Agency, Ajman (2003)** * **Book tickets, Transportation, making hotel reservations, collecting payments.** * **Use promotional techniques and prepare promotional materials to sell tour packages.** * **Deal with travel/booking problems, complains or refunds.** * **Enter data and maintain client records.** * **Meet profit and sales targets.** * **Attend travel seminars to remain updates with tourism trends.** * **Hardware Technician in Net Scope Institute Sharjah (2004—7 months only)** * **Upgrade existing hardware.** * **Fixing faulty equipment.** * **Testing systems to make sure they are working properly.** * **Servicing printers, scanners and other office equipments.** * **Preparing cost estimates for new installations.** * **Multi tasks in Ali Bin Malek Gen Trading LLC, Ajman (2005—2016)** * **Sales & Marketing Executive :** * **Analyzing price, demand and competition.** * **Presenting ideas and strategies.** * **Promotional activities.** * **Compiling and distributing financial information.** * **Organizing sales visits.** * **Demonstrating/presenting products.** * **Attending exhibitions/conferences/meetings.** * **Reviewing sales performance.** * **Logistics and Customs Clearance Officer (2005—2016)** * **Planning, implementing and controlling the efficient and effective flow of goods and services.** * **Providing accurate service of consumption to meet consumer’s requirements.** * **Develop logistics with proper support plan and budgets.** * **Prepare plans for clearance.** * **Prepare plans for operations going on.** * **Ensure time and cost of cargos with personnel.** * **Develop reports on materials/personnel movement in organization/various other operational logistic problems.** |

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| * **Trading/Tradesman (2005—2016)** * **Engage in buying and selling of the products with in the country or outside the country.** * **Look for profitable trading opportunities by analyzing financial situation.** * **Make quick decisions of sales based on price fluctuation.** * **Select appropriate trading strategies.** * **Sensible financial management.** * **Accounts Officer (2005—2016)** * **Preparing financial reports and pricing on daily basis.** * **Administer all accounts and budgets of the company.** * **Analyze management performance and cash flow.** * **Maintain record of all data.** * **Managing payments.** * **Supervisor Experience (2005—2016)** * **Responsible for collection of materials from suppliers.** * **Identifying areas of business.** * **Organizing work load and allocating tasks.** * **Supervising the activities of a team.** * **Key holder activities.** * **Mechanical And Electrical Department(2011—2015)** * **Prepare and complete documentation process.** * **Floating enquiries to various vendors in order to process the purchase requisition.** * **Preparing comparison sheet, following up of orders for timely delivery of materials to sites.** * **PRO (Public Relation Officer) (2005—2016)** * **Dealing with enquiries with customers/public/press/related organizations.** * **Undertaking relevant market research.** * **Providing clients with information about new promotions of the company.** * **Planning strategies.**   **Job Seeker First Name / CV No: 301407**  [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif |