**CURRICULUM VITAE**

**HASSAN**

Hassan.329041@2freemail.com

CAREER OBJECTIVE

I have five years’ experience in gulf as sales man, administrator, supervisor and business development officer. I have valid Dubai driving license familiar all locations. Looking forward to work with your esteemed organization and awaiting your reply at your earliest convenience.

### PERSONAL PROFILE

*Name: Hassan*

*Visa Status: Visit Visa*

*Date of birth: October 1, 1987 Nationality: Pakistani Gender: Male*

*Religion: Muslim Marital status: Married*

*Languages known: English, Urdu, Hindi, Punjabi*

ACADEMIC

**Bachelor of Commerce (B.COM)**

I have been successfully completed B.COM Degree Examination in First Class,

From Leader Ship College Sialkot, Affiliated to Punjab University, Pakistan

## Intermediate computer science (ICS)

I have been successfully completed Intermediate computer science Examination in First Class, from SIIT College Sialkot, Affiliated to Gujranwala Board, Pakistan

### OTHER SKILLS

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## UAE Driving License (Manual)

* **Saudi Driving License**
* **Internship at Askari Bank Sialkot Pakistan**
* Windows platforms (2003/XP/Vista/2007), MS Office (2003/2007)
* Diploma in information technology
* Diploma in Peachtree accounting software

**CURRICULUM VITAE**

JOB EXPERIENCE

**SERVE PLUS CLEANING SERVICES, DUBAI DIP1**

**Working as Cleaning Supervisor from May-2014 to Oct-2016**

Duties & responsibilities:

* + Holding meetings with Housekeeping staff to discuss their job functions.
	+ Delegating work to meet business objectives and goals.
	+ Maintaining a high standard of personal appearance and grooming.
	+ Training up new housekeeping staff.
	+ Complying with all health and safety standards.
	+ Maintaining key control.
	+ Issue supplies and equipment to workers.
	+ Inspect work performed to ensure that it meets specifications and established standards.
	+ Instruct staff in work policies and procedures, and the use and maintenance of equipment.
	+ Investigate complaints about service and equipment, and take corrective action.
	+ Evaluate employee performance and recommend personnel actions such as promotions, transfers, and dismissals.
	+ Check and maintain equipment to ensure that it is in working order.
	+ Inventory stock to ensure that supplies and equipment are available in adequate amounts.

## SONERI BANK LIMITED, Godhpur Branch Sialkot (Pakistan)

**Working as Business Development Officer (BDO) from Apr-2013 to Mar-2014**

Duties & responsibilities:

* Developing new deposit, loan and merchant business for a specific target market of small to medium size businesses and business professionals;
* Assisting the Business Development Manager in performing various managerial functions of the department as directed,
* Providing a superior level of customer relations and service and ensuring compliance with Bank policies and procedures.
* Responsible for attaining established individual, department and Bank goals through active participation in sales management and officer call programs