### 11.JPG

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### MIRZA

**OBJECTIVE**

To obtain a meaningful and challenging position that enables me to learn and allows for advancement in my professional career

**PERSONAL INFORMATION**

Date of Birth: Jul18, 1991

Marital Status: Unmarried

Address: Live in Dubai

Email: mirza.341526@2freemail.com

C/o-Mobile: +971505891826

**EDUCATIONAL QUALIFICATION**

**Higher Secondary School Certificate (HSSC) FBISE, Islamabad Pakistan**

**Secondary School Certificate (SSC) FBISE, Islamabad Pakistan**

**06 Months Computer Course APTECH Institute, Rawalpindi**

 **Pakistan**

**PROFESSIONAL EXPERIENCE**

* **Security Officer and CCTV Operator / Security Guard Mar 2016 to till date**
* **Securing premises and property**
* **Checking and counting of customers at main gate**
* **Dealing with theft cases and other incidents**

**Virgin Mega Store in Dubai Mall, Mall of Emirates and Mirdif City Center**

**U.A.E (AL MANAL SECURITY L.L.C)**

* **Sales Supervisor Jan 2015 to Aug 2015**
* **Control Inventory and all sales issues**
* **Deal customers**
* **Stocktaking of store**

**Levi’s PWD Islamabad Pakistan**

* **Customer Relation Officer Jan 2013 to Dec 2014**
* **Resolve allkinds of customersqueries regarding Telenor Pakistan**
* **Live web chat with customers**
* **Customer care**

**Sybrid(Pvt) Ltd-A Lakson Group Company Islamabad Pakistan**

**SUMMARY OF SKILLS**

* Have patience and dedication
* Willingness to learn and grow
* Good computing and communication skills
* Have ability to work under pressure
* Have Excellent command on English(Spoken written) Urdu (Spoken written)

Punjabi, Arabic (basic)