**CURRICULUM VITAE**



**E-mail:** **fazil.362447@2freemail.com**

**OBJECTIVE:**.

To be the part of a global organization and put the talent and knowledge with responsibility in the best possible ways along with building a social reputation by utilization of my professional and technical skills.

**PERSONAL DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | 1 |
| 06/01/1980 | : | Date of birth | 2 |
|  |  |  | 3 |
| Employment  | : | Visa status  | 4 |
| Pakistan | : | Nationality  | 5 |
| Male | : | Sex | 6 |
| Muslim  | : | Religion | 7 |
| Transferable  | :  | Visa status | 8 |

**EDUCATION BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board/university | Division | Major subjects | Degree/diploma/ certificate | S/N |
| University Peshawar  | 2nd | economics | M.Sc (economics) | 1 |
| University Peshawar  | 2nd | (Urdu, English, Pak. Studies and Islamic studies) (additional economics) | Bachelors of Arts (Graduate) | 2 |
| Technical board Peshawar | 1st | Computer operating system ,information technology, C++, visual basic , oracle, MS Office  | Diploma  | 3 |
| BISE Peshawar | 2nde | English, mathematics, physics, chemistry Urdu, Islamic studies and Pak. Studies  | Higher secondary school certificate | 4 |
| BISE Peshawar | 1st | Science group  | Secondary school certificate | 5 |

**Languages**

 English, Urdu, Hindi (speaking only), Pashto (mother tongue) and Arabic (basic)

**EXPERIENCE**

**Company Name:** ENJAZAT SERVICES **MUSSAFAH ABU DHABI**

**Position: Customer Services Officer**

**Duration: 2** august 2015 to till now

**LOCATION: Abu Dhabi UAE**

**Company Name:** JABALHAFEET TYPING AND PHOTOCOPY

**Position: Typist**

**Duration:** 30, April 2013 to June 2015

**LOCATION: Abu Dhabi UAE**

**Company Name:** AL ENSHARA TYPING AND PHOTOCOPY

**Position: Typist**

**Duration:** March 2011 to march 2013

**LOCATION: AL AIN UAE**

**Company Name:** JABAL WARD TYPING AND PHOTOCOPY

**Position: Typist**

**Duration:** JUNE 2008 TO JUNE 2010

**LOCATION: AL AIN UAE**

**COMPANY NAME: PAKISTAN AIR FORCE ACADEMY**

**Position: computer teacher cum computer lab supervisor**

**Duration:** April 2005 to May 2008

**LOCATION: Risalpur Pakistan**

**COMPANY NAME: AZEM MODEL SCHOOL**

**Position: General teacher (General science, English, Urdu and Computer science)**

**Duration:** April 2003 to march 2005

**LOCATION: Mardan KPK Pakistan**

**Professional skill:**

1. **Immigration system**

Entry permit, residence, change visa status, cancellation of the residence, PRO card (new and renew), establishment card etc.

1. **Labor system**

Quota, offer letter, work permit, labor contact (new labor card), labor card renew, cancellation, etc...

1. **Emirates identity card**

New emirates ID,renew emirates ID, new born emirates ID, replacement of ID etc.

1. **Fawri system (online visa system for companies)**

Entry permit, residence, cancellation of entry permit etc.

**COMPUTER SKILLS:**

Proficient in MS word, MS excel, MS power point, internet, scanning ECT.

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**STRENGTHS**

* High motivated and self-confident.
* Able to work in flexible schedule
* Having strong customer services skill and enjoying interacting with them
* Having excellent interpersonal and presentation skill
* Smart working and able to work under pressure
* Able to cope with any working environments

**DECLARATION:**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.