**Curriculum Vitae**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ****

**MALIK**

**MALIK.365026@2freemail.com**

***Carrier Objective:-***

I am pursuing a career in a relatively conducive and competitive environment that infuses the spirit of learning and motivates me to work with full dedication, which undoubtedly open new visit of achievement and success. I can perform myself for multi-purpose jobs.

***PROFILE:-***

* Good Customer Service and strong communications skill.
* Ability to work under pressure and member of the team.
* Good with Public Relationship.
* Strong Knowledge of Sales & Marketing.
* Security & Safety Knowledge.

**Experience in UAE:-**

|  |  |
| --- | --- |
| * **“A/R Collection Officer” in Gulf laboratory for soil investigation AbuDhabi since April 2016.**
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**Duties and Responsibilities:**

* Make daily Collection Calls
* Routine Follow up of Outstanding Customers
* Update expected collection to manager daily
* Sending email and reply received one
* Maintain an accurate Aging Report
* Achieved Monthly Targets
* Final Settlement as per Customer wants.
* Create Daily Visit Plan
* Interact with customers to resolve Outstanding Issues

|  |  |
| --- | --- |
| * **Worked as a “Security Officer” in Spark Security Services from April 2013 to April 2016.**
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**Duties and Responsibilites** :-

* Note Book writing on daily basis.
* Protect Company Personal, Building and Information.
* Note Book writing on daily basis.
* Protect Company Personal, Building and Information.
* Carry out inspection and report the Hazards directly to Safety Manager to eliminate them in a quick span of time.
* Daily monitoring of gas pipelines. To insure that pipelines are free from damaged from any scoop of work done by different contractors.
* Implement STOP WORK POLICY for any unsafe behavior, action or situation that could lead to incident/accident.
* Daily visit before and after the work completion to find Hazards.

***Experience in Pakistan*:-**

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| --- | --- |
| * **“A/R Collection Officer and Sales Representative” in Berger Robbialac Pvt.Ltd from October 2007 to March 2009.**
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 **Duties and Responsibilities:**

* Meet Purchase Order and Quotations
* Visit to new constructed buildings
* Product Presentation to Customers
* Sampling if required
* Continuous visit at the site after work start
* Maintain an Accurate Aging Report
* Identify and execute the necessary Process Adjustments
* Send statement to Outstanding Customers
* Reconcile A/R to the G/L
* Interact with Customers to resolve Outstanding Issues

|  |  |
| --- | --- |
| * **“A/R Collection Officer” in Askari Bank Ltd. from April 2009 to January 2010.**
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**Duties and Responsibilities:**

* Make daily Collection Calls
* Routine Follow up of Outstanding Customers
* Maintain an accurate Aging Report
* Achieved Monthly Targets
* Final Settlement as per Customer wants.
* Create Daily Visit Plan
* Interact with customers to resolve Outstanding Issues

# *Trainings & Courses:-*

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| --- | --- |
| * Diploma in **Safety Inspector** Course with A+ Grade from **Descon** Institute of Technical Training Lahore Pakistan.
 | C:\Users\LENOVO\Desktop\logo.png |
| * Successfully Completed **Nebosh IGC** Training from **Tatweer Safety** **Consultancy** Abu Dhabi on 22nd October2013.
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* **British Standard Basic Security Guard Course** at **National Training Institute** (NSI) Abu Dhabi, United Arab Emirates. (Yearly reprisal course).
* Have a continuous **Private Security Business Department** (PSBD) Exam every Two (2) Years at NSI Training Facility.

**EDUCATIONAL QUALIF ICATIONS:-**

##### Bachelor’s Degree in Commerce from Punjab University Lahore Pakistan 2007.

* **Diploma** in Commerce from Punjab Board of Technical Education Lahore Pakistan 2005.

***LANGUAGES KNOWN:***

* **English**  Fluentl*y* speaking and writing ability.
* **Urdu** Fluentl*y* speaking and writing ability.
* **Arabic**  Basic speaking

***Personal Information:-***

**Date of Birth** 28th January 1986.

**Visa Status**  Visit Visa

**Date of Issue** 24th March 2017

**Date Of Expire** 21st June 2017

**Nationality**  Pakistani

**Marital Status**  Married