

**ASIF**

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**Objective**

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area and employee satisfaction services within a positive team environment.

**Education**

Government High School – Charsadda Pakistan

**SKILLS AND QUALITIES**

* Ability to drive safely and speedily (when required) on all kinds of roads and in varied traffic conditions.
* Computer skills (Microsoft Office, Microsoft Word, Power Point and Access Database).

**Work Experience**

**AL AIN Diary Farm – Sharjah, UAE – 2004 to 2007**

**Designation – Salesman**

* Advises customers by providing information on products.
* Documents sale by creating or updating customer profile records.
* Offering customers assistance.

**Masfoot Sports Club - Ajman, UAE – 2007 to 2010**

**Designation – P.R.O**

* Organize periodic renewal of Licenses.
* Submission of correct documentation to the Ministry Of Immigration for visa applications.
* Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed.
* Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
* Arrange medical tests, passports, memos, promotional draws and fine resolution.

**Department of Transport Abu Dhabi – Abu Dhabi, UAE – 2010 to Present**

**Designation – Driver and Transport supervisor and p.r.o**

* Responsible for maintaining orderliness among passengers.
* Required to keep records of their commute times and report mechanical issues.
* Reported serious situations such as accidents, delays, bus breakdowns, etc.
* Followed strict time table.

**Languages**

* English
* Arabic
* Urdu

**References**

Available upon request