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|  | Ali Email: ali.369293@2freemail.com  |
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| **eDUCATION****EXPERIENCES****computer SKILLS****DRIVER CERTIFICATE****PERSONaL INFOrmation****passport #****visa status****VISA EXPIRED** | **COMPLETED ‘o’ level (i.g.c.s.e – cambrIdge university)** **EXAMINATION HELD in british council – dubai, u.a.e.** **OCT2012 / NOV2014 :Asiana hotel five star propety, Asiana general trading L.L.C,** **Asiana hotel management, A Mart L.L.C,** **Sobahn resurant L.L.C, Seaworld seafood restaurant L.L.C****POSITION : Cluster P.R.O****PLACE : Dubai****working as administration as well as all the legal departments:**Duties and responsibilities include but not limited to:arrange visa (working Duties and responsibilities include but not limited to:Arrange visa (work permit, husband sponsored visa, visit visa etc.) For expatriates and their family.Schedule staff’s visa, emirates i.d and medical, coordinating with other internal and external departments.Collect all appropriate documentation necessary for visa and permits required to be processed.Organize visas for holiday and business related travel for managers as required.Responding to staff queries on visa/ labour/ passport related matters.Ensure all visa, medical, emirates i.d and labour permits are up to date and arrange timely renewal.Assist in all general inquiries concerning labour and immigration matters.Will provide admin support as needed.Economic department duties.Immigration duties.Labour office duties.Department of commerce duties. **MAY 2011 / JUNE 2012** : **GOLDEN KEY BUILIDING MATERIALS L.L.C.**  **(IMPORT & EXPORT)****POSITION** : **SALES EXECUTIVE****PLACE : DUBAI – U.A.E.**Working as administration clerk and telemarketer also maintaining all office operation.Faxing, mailing, answering phone calls.Independently handling all day to day activities in accounting and office administrationCoordinates directly to the operation’s manager regarding the bank status & clients.Prepare daily sales report & monthly revenue reportResponsible in the daily cash sales collection & depositing to the bankResponsible in preparation of receipts and payment invoiceEnsure high quality customer service relationPerforms general office proceduresMaintain existing clients including the collection of payment and develop new clients**SEP 2007 TO Mar 2011 : ADVANTAGE CAR RENTAL** **AL YOUSUF LLC****POSITION : EXECUTIVE RENTAL SALES AGENT****PLACE : JEBEL ALI INDUSTRIAL 1, Dubai**Answer telephone calls in a friendly, helpful and prompt manner.Qualify each customer using our company rental requirement guidelines.Maintain and update rental agreement files, contact and notify customers of overdue rental vehicles and inquire as to the expected date of return and process rental extension.Assist customers by effectively resolving all customers-related issues.Communicate with driver to coordinate the pick-up and delivery of customers.Ensure availability of cars for reservations and walk -in clients. Issue cash and credit receipts.Prepare daily cash/credit summary report for submission to the accountant.Administer, implement and carry out day to day activities related to all the duties and responsibilities pertaining to personnel and administration.Has authority to disburse petty cash fund.Performs other duties and responsibilities that may be assigned by the management from time to time**MAY 2005 / JULY 2007** : **BLACK SANDS TRADING L.L.C. (IMPORT & EXPORT)** **APPOINTED AGENT IN MIDDLE EAST AND IRAN.** **(BEEM GERMANY)****POSITION** : **PRO/SALES AND ADMINISTRATION EXECUTIVE****PLACE : DUBAI – U.A.E.**Working as administration clerk and telemarketer also maintaining all office operation.Faxing, mailing, answering phone calls.Independently handling all day to day activities in accounting and office administrationCoordinates directly to the operation’s manager regarding the bank status & fleet reportPrepare daily sales report & monthly revenue reportResponsible in the daily cash sales collection & depositing to the bankResponsible in preparation of receipts and payment invoiceIn-charge of releasing petty cash & workshop petty cash to the assigned staffEnsure high quality customer service relationPerforms general office proceduresMaintain existing clients including the collection of payment and develop new clientsIn-charge of customer complains & other concerns/requirementCo-ordinates with the fleet manager.**JAN2005 / APRIL2005 : EXPERTISE INTERNATIONAL, JEBAL ALI(imPORT & EXPORT)****position : SALES EXECUTIVE****place : dubai, uae**description of duties:Handles walk-in clientsPrepares daily & weekly sales reportMonitors/collate daily sales performance report of sales In-charge in the bookings & deliveries of all productsPerforms telemarketingHandles telephone inquiries & customer complains & Requirement.WINDOWS 95, WINDOWS 98, WINDOWS XP, WINDOWS 7All MS Office applications (WORD, Excel, PowerPoint etc.)INTERNET, OUTLOOK AND NETSCAPE. (UTILITIES)**HOLDING DRIVING LICENSE, UAE (11 YEARS)****Date of birth :** 09 SEP 1985**Gender :** MALE**Nationality :** PAKISTAN**LANGUAGE KNOWN:** ENGLISH, ARABIC, PERSIAN, HINDI, PESTO AND RUSSAIN.**Employment visa** **24 DEC 2016** |
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