** Muhammad**

**Muhammad.371022@2freemail.com**

**PERSONAL SUMMURY** I am an energetic, hardworking, result oriented and skilled candidate with an ambition to work as an Operator and Coordinator with best capabilities. I am able to meet tight deadlines in fast-paced work environments and standing for long periods of time. Asper my current working experience of almost two years in UAE I have enhanced all myphysical capabilities and peace of mind strengths. I have a friendly personality with an understanding of people and a flexible stance to exist myself in any professional environment which makes me a great team player. I bring a positive attitude, great communication skills and passion to my work hard & smart.

Presently I am working with a reputable and leading Federal Government Organization

Emirates Post Group-Empost Dubai. My main role is to meet goals related to the Operations,

 Management & Heavy Tasks and I am performing my duties with my best attitude.

 **WORK EXPERIENCE Emirates Post Group Dubai f**rom 8th September 2014 to 9th December 2016**.**

 Working in EMS Department and General Operations.

 **Main Responsibilities: -**

• General Operations

• Monitoring & Check Points

• Data entry

• Consignment Receiving and Outgoing

• Dispatch making for other branches of Emirates Post in UAE.

• Assets & Fixture Barcode Recordings

• Loading & Offloading (weigh approx-35kg each)

• Dispatching and Scanning.

• Sorting consignments in proper areas.

• Manual Lifter Usage

• Custom Bags Clearing via Custom Scanning Machine

• Physical Survey’s

• Administration Tasks.

 • Call Center Services.

**PERSONAL SKILLSA**ccuracy

**M**ethodical

**A**ttention to details

**KEY SKILLS AND**

**COMPETENCIES**

* Excellent knowledge of Excel & other specialist database tools & software.
* Computer literate with extensive IT knowledge.
* Experience of using a scanner and working.
* Experience working with Sage systems. Enthusiastic, flexible and capable of working on own initiative.
* Expert for Call Center Services (English and Hindi).
* Comprehensive understanding of the Data Protection Act.
* An ability to work to deadlines whilst ensuring accuracy and efficiency.
* Capable of working in a manner conducive with the production of high quality data.
* Able to work fast and also accurately.

**ACADEMIC QUALIFICATIONS**

 **G**raduate in Commerce (B.com).

From **ISLAMIYAH** University Bahawalpur in 2008.

 **I**ntermediate (F.SC).

From Board of Intermediate and Secondary Education Bahawalpur in 2006.

**TECHNICAL QUALIFICATIONS**

 One-year basic safety course in HSE from AGT Rawalpindi.

 Well known about the following

* Basic safety rules and techniques.
* Types of fire.
* Fire extinguisher types and uses.
* Personal protective equipment and their uses.
* Unsafe acts and unsafe conditions.

 **COMPUTER SKILLS**

 Ms Word, Ms Excel and Power Point.

**PERSONAL DETAILS**Muhammad

Basti Dhandi Tehsil Sadiq Abad District Rahim Yar Khan

Date of Birth: 09th of September, 1989

Nationality: Pakistan

**🗣DECLARATION** I hereby declare that the above written particulars are true to the best of my knowledge.