**Basit**

Al Karama

Dubai, UAE

*E-Mail****:****basit-395646@gulfjobseeker.com*

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|  | **PERSONAL DETAIL** |
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| Date of Birth | **:** 16thAugust 1995 |
| Marital Status | **:** Single |
| Languages Known | **:** English, Urdu |
| Interest & Hobbies | **:** Reading books, Internet Surfing, Explore new technologies |
| Driving License | **:** Dubai, United Arab Emirates |
|  | **CAREER OBJECTIVE** |
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To be associated with progressive organization that gives me scope to apply my educational and professional skills and provides me with advancement opportunity and knowledge

**WORK EXPERIENCE**

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**Designation: Sales / Driver**

**Duration : May 2018 to Current**

**Roles & Responsibility:**

* Use route navigation apps and knowledge of area to deliver water and other Nestle items to customers on time
* Interact with customers in a professional manner
* Work occasional evenings and weekends
* Complete daily maintenance checks on delivery van and notify manager of any issues
* Maintain electronic logs to track routes and deliveries
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**Designation: Machine Operator**

**Duration : Nov 2015 to April 2017**

**Roles & Responsibility:**

* Check for data accuracy and correctness of the printed documents
* Coordinating post-printing and mailing operations for the printed outputs
* Organize dispatching activities of mailed documents
* Coordinating post-dispatch operations
* Handling daily requests of various banks for queries, reprints and troubleshooting
* Production of timely and useful reporting demonstrating team achievements
* Documenting problems of particular job in large numbers and reporting to Sr. Supervisors and concerned departments

**Designation: Junior Clerk**

**Duration : Feb 2013 to Sep 2015**

**Roles & Responsibility:**

* Establishing priorities and managing workload
* Checking, monitoring and ordering office supplies
* Filing paperwork and photocopying
* Dealing with queries quickly and professionally
* Sorting and distributing internal/external post

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**Key Competencies**

* Anticipating and meeting the needs of an office
* Excellent verbal, non-verbal and written communication skills
* Ensuring the confidentiality of all documentation and information
* Competent in using Word and other Microsoft Products
* Organizations skills
* Adaptability, Stress tolerance resilience and a team player

**ATTRIBUTES/ABILITIES**:

* Excellent interpersonal and communication skills
* Self- motivated, methodical and process driven
* A team player, continuous learner and proactive
* Tenacious, independent and willing to take the initiative

**ACADEMIC QUALIFICATION**

* **SSC**, Board of Intermediate & Secondary Education Abbottabad, Pakistan

**TECHNICAL SKILL**

* Windows, MS-Office (Word, Excel, PowerPoint) Internet
* Windows 2000, Windows XP, Windows 7, Windows 10

**PROFESSIONAL COURSES ATTENDED**

* Microsoft: 2 months course in Microsoft Office

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.