**First Name of Application CV No 453234**

Whatsapp Mobile: +971504753686



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## Personal Particulars

* Date of Birth : 03 November, 1989
* Gender : Male
* Marital Status : Single
* Nationality : Pakistani
* Religion : Islam
* Languages : English, Urdu, Pashto

## Objective

To be a part of team, which can form the basis of long career in an organization where the opportunities to learn and grow with Organization provide enhancement to my technical skills and motivation is the key factor of the management.

## Education Background

* Name of Institution : Govt Post Graduate College University

Award : BACHELOR OF SCIENCE (PRE- ENGINEERING)

Status : Incomplete – (2009-June 2011)

* Name of Institution : SAIF MEMORIAL COLLEGE

Award : ILETS (English Language)

Status : Completed – (2008-June 2009)

* Name of Institution : Govt Post Graduate College University

Award : FACULTY OF SCIENCE (PRE- ENGINEERING)

Status : Completed – (2005-June 2007)

* Name of Institution : SAIF MEMORIAL COLLEGE

Award : OFFICE AUTOMATION

Status : Completed – (2005-June 2006)

* Name of Institution : Services Public School

Award : SECONDARY SCHOOL CERTIFICATE (SSC)

Status : Completed – (2005)

## Working Experience

**Name of Company : Salam Studio & Stores**

**Title : Admin Assistant cum secretary**

Industry : Perfume & Cosmetic

Date Joined : June 2011 to Continue

**Responsibilities:**

* Admin Support to the CEO, EMT (Executive Management Team), AOU (Administration and Operation Unit) and HRU (Human Resources Unit).
* Secretariat support for all the above mentioned Dept.
* Handle all the admin support for the International Summit Workshop.
* Organize and coordinate the handbooks, files, documents, booklets, profile, brochures and etc for the workshop, meetings, seminars and summit.
* Filings, data entry typing, print out, photocopies and etc clerical job.
* Arrangements of flowers, F&B, stationary for all the meetings, seminars and so on.
* Attending to the overseas guest calls and attends to their request.
* Preparing flight schedules and coordinate itinerary for the travellers.
* Arranging the hotel accommodations for the travelling staff.
* Attending to incoming calls.
* Welcoming the visitors and walk in students and the parents.
* Responsible for mails and courier – In and out.
* In charge of arrangements for meeting and rooms and conference calls.
* Controls the purchasing of stationary, pantry and office usages.
* Office clerical admin jobs like typing, filing, data entry, paper works, and asst the secretary.
* Responsible for the office clean and neatness
* Taking care of the disputes that arise in the office.
* Keeping up to date the Office data (records, necessary documents, files etc.)
* Complete and mail bills, contracts, policies, invoices, or checks.
* Compute, record, and proofread data and other information, such as records or reports.

**Name of Company : Mobilink Franchise**

**Title : Customer Service Representative**

Industry : Mobile Phones Company

Date Joined : February 2010

Date Left : May 2011

Reason of Leaving : Shifted To abroad

**Responsibilities:**

* Secretariat Asst to the Admin, Sales and Marketing Manager.
* Updates and follow up with the customers appointments.
* Attending to the customers complains.
* Updating sales record into system.
* Admin office job in answering calls and attending to customers’ inquiry.
* Sort out duty roosters for sales personal.
* Coordinate route trip for the sales personal.
* Clerical admin job such as filing, typing, data entry and etc.
* Basic comprehension of the product and familiar in a Windows-based environment
* Track and report processes aimed at identifying specific service issues resulting in quick resolution of identified issues
* Deals and coordinates with co-agents, client callers and operations/ production/ team managers.

**Name of Company : United Mobile Smart Phones**

**Title : Sales Representative**

Industry : Mobile Phones Company

Date Joined : Januray 2009

Date Left : December 2009

Reason of Leaving : For better prospect career

**Responsibilities:**

* Strong ability to work under pressure and time constraints.
* Great ability of presentation and dealing with the customers.
* Possess excellent verbal and written communication skills.
* Sold many types of mobile like a Nokia, Samsung, LG, Blackberry, Motrola, and HTC.
* Ability to exceed sales target on a regular basis.
* Possess good management and organizational skills.
* Ability to build good relationship with customers.
* Knowledge of basic operating systems like Microsoft Word, Excel, PowerPoint and the internet.
* Ability to handle multiple tasks.
* In-depth knowledge of systems upgrades and networking.
* Possess good presentation and negotiation skills.
* Identified and resolved client's problems.

**Strengths**

* Excellent Management skill
* Sense of responsibility and dependable.
* Able to work independently.
* Strong leadership skills
* Great supervision and tem leading
* Good administration skill.
* Strongly believes that success needs hard with smart work, scarifies & commitments.
* Excellent presentation and public speaking skills.
* Self motivated and team for team work.
* Fast learner, quickly absorb and utilize new method of learning..
* Pleasant and outgoing personality.
* Excellent communication and presentation skills
* Team player
* Any job, new project or assignment taker with no hesitation and will do mind set.
* Creative and resourceful.
* Hardworking and energetic.
* Great problem solving ability.
* Excellent interpersonal skills with people from all levels.
* Willing to learn and looks for challenging opportunities.
* Able to work under stress and pressures..
* Positive attitude in any situation
* Implementation skills for advance development on better working or project handling.