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**ABDUL**

**Abdul.90909@2freemail.com**

**CURRICULUM VITAE**

**Career Objective**

**Having more than a decade’s experience in United Arab Emirates, Seeking higher responsibility with a progressive firm where I can utilize my experience and ability to make a real contribution to its growth, the provocation of a sound and progressive career has led me to approach your kind self for being given the privilege to serve and widen the horizon of my experience.**

**I am exploring the possibilities of challenging assignments in your esteemed organization.**

**Educational Qualification**

**1989 successfully completed B.A. from Punjab University Lahore (Pakistan).**

**Computer Knowledge**

**Operating environment: MS Windows XP & Windows Vista**

**Word processor: MS Word, Word Pad & Note Pad**

**Spread Sheet: MS Excel**

**Presentation: MS PowerPoint, Paint Brush & Photo**

**Global Access: MS Outlook Express &Internet (www)**

**SKILL**

**Social Media Marketing, Events Coordination & Organization, Client Servicing & Management, Sales & Negotiation**

**Driving License Details**

**Having U.A.E. Issued Valid Driving License, Includes Light Vehicle, Heavy Bus & Mini Bus Category.**

**Experience**

**2010 Till 2018**

**EVALUATOR LECTUREREMIRATES DRIVING COMPANY**

**COORDINATOR**

 **Abu Dhabi based Driving & Safety**

**Awareness working as a Partner**

**Of Abu Dhabi Traffic Department**

**Company which providing high quality**

 **Education and awareness of safe driving**

**In all over capital.**

**KRA’s:**

* **Lectures on the road and safety awareness to the new drivers**
* **Preparing schedules for the trainers and reporting to the area manager**
* **Planning Different Routes for Drivers to Various Orders**
* **Reporting Daily to Supervisor and operation manager**
* **Updating Reports for Various Students Practical training in English, Arabic, Urdu, Hindi and Punjabi Language.**

**2006 - 2010**

**Customer Service Supervisor REEM TRAVLS AND TOURISM DUBAI**

 **An event, incentive and tour operating company based in Dubai and Oman.**

**Mainly dealing with major organization from all over the world e.g.: MERCEDEZ, ORIFLAME, NOKIA, ORANGE TELECOM, MITSUBISHI, AIG and many others.**

**KRA’s:**

* **Assigning airport representative for meet and Greet at the airport.**
* **Coordinating with the booking agents for periodic updates and Amendments for smooth operation**
* **Managing the traffic sheet for arrival, departure internal transfers**
* **Handling booking of personalized airport services for the clients like MARHABH, AHLEN, AL MAJLIS &GOLGEN CLASS**
* **Handling booking of Limos, Luxury Vehicles, Busses and standard cars as per the clients requirements.**
* **Booking guides for city tours and other guiding/translations services.**
* **Handled restaurants resevations, desert safari arrangements, and helicopter ride bookings, organizing tickets for various activities as per the clients.**

**2001 – 2006 GULF GREETINGS DUBAI LLC.**

**Sales & Marketing Executive**

**Acting Area Manger It’s a rapid growing company in the GULF region, dealing in gifts & greetings cards.**

 **Having many retail outlets all over the gulf.**

**KRA’s:**

* **Reporting directly to the Sale’s Manager.**
* **Handling clients from different regions.**
* **Occasionally handling duties like Area Manager.**
* **Keeping keen records of international clients.**
* **Updating stocks position for distribution purpose.**

**1996 – 2001 SHARJAH DRIVING INSTITUTE.**

**Driving Instructor. Sharjah – United Arab Emirates.**

 **Is Sharjah Based Driving Institute, Which Is Managed By The Sharjah Police Traffic Department?**

**KRA’s:**

* **Planning Different Routes for Drivers to Various Orders.**
* **Reporting Daily to Head of the Management.**
* **Updating Reports for Various Students.**
* **Coaching In the Theory Classes in English and Urdu Language.**

**1994 - 1996 Al Rasha Trading.**

**Own Business Dubai – United Arab Emirates.**

**Managing Partner**

 **The outlet located on prime location**

 **Dubai dealing with all leathers items**

 **Directly importing from Pakistan.**

**Languages Proficiency**

**Apart from being fluent in English, Urdu, Hindi and Punjabi and can also Speak Arabic.**

**Personal Details**

**Date & Place of Issue : 23 AUG 2015 – DUBAI**

**Nationality : PAKISTAN**

**Visa Status : Employment Visa**

**Date & Place of Birth : January 04.1967 –Pakistan**

**Marital status : Married**

**Religion : Islam**

**Additional interest**

**Having interest in playing Snooker, Basketball and Bowling, to keep my self-fit I go for swimming, workout in gym and also interested in attending Seminars etc..**

 **I Hereby Declare That All The Information Enumerated Above Are True & Correct To The Best Of My Knowledge And Belief.**