*CV*

Umer

Email umer.381696@2freemail.com

Dubai UAE

Objective:

Seeking challenging position in an organization in order to gain interpersonal skill and work experience that allows me to grow and achieve the ultimate goal objectives.

Skills

UAE Driving License

* Date of issue 07/10/2015
* Date of expiry 07/10/2025
* Vehicle permits Light vehicle Automatic gears

Computer knowledge

Successfully completed Training MS-office course (Oscar cultural institute)

From Oct 11 2017 TO NOV 11 2017

Microsoft OFFICE- COURSE CONTENTS

* DOCUMENT FORMATING MULTI-PAGE DOCUMENT
* CREAT a BOOKLET IN MICROSOFT CREATE TABLES IN WORLD
* MS EXCEL MS POWER POINT
* Windows installation

WORK Experience in Gulf

Working as a security officer (receptionist) in NOOR bank, through TRANSGUARD GROUP LLC from October 2013 to till now.

Other skills

Good knowledge of banking work

CASH DEPOSIT, check Deposit, bank statement, update documents, update trade license (DED payment).I also handle Noor bank store as storekeeper my responsibility check gate pass, tag number, check stock, keep records of items,shipped,received or transferred to another location. Prepare stock position notes inspection of delivered material by the supplier.

Language known

ENGLISH URDU HINDI PANJABI

ARABIC I CAN READ and WRITE.

* Education
* MATRIC from RAWALPINDI-2002
* FA from RAWALIPINDI-2004
* BA FROM A.I.O.U ISLAMABAD-2009

COURSE

Successfully DPS (Dubai protective system) from Dubai police academy

Diploma in safety officer for one year, Pakistan (Basic safety rules, personal protection, electrical equipment

Successfully complete (fire safety) course. AVIATION INSTITUTE

WORK EXPERIENCE IN PAKISTAN

Worked as a DATA ENTRY OPERATOR IN PRIVATE COMPANY FOR ONE YEAR

WORKED as a sales man in own shop for two years.

Personal details:

Date of birth 31/08/1984

Sex male

Nationality Pakistan

Religion Islam

Visa status Employment

Passport details

Date of issue 15 NOV 2016

Date of expiry 14 NOV 2021