

***RASIB***

***Email Address:***

***Rasib-396829@gulfjobseeker.com***

***Visa Status:***

|  |
| --- |
| ***Visit Visa*** |
| ***Visa Expiry Date:*** |
|  |  |  |
|  | ***April 22, 2020.*** |
| ***Personal Details:*** |  |
|  |  |
| ***Date of Birth*** | ***: 04/04/1994*** |
| ***Religion*** | ***: Islam*** |
| ***Nationality*** | ***: Pakistani*** |
| ***Place of Birth*** | ***: Sargodha.*** |

***Marital Status : Single***

***Linguistic Proficiency:***

***Writing/Reading:***

***English, Urdu and Arabic.***

***Speaking:***

***English, Urdu and Punjabi.***

***Understanding:***

***English, Urdu, Punjabi and Hindi.***

***Career Objectives:***

*I would like to work in a challenging environment, which provides me, scope for innovation, to utilize my potential and add value to the organization that I represent.*

***Experience in Dubai-UAE:***

* ***Above 04 years’*** *experience as a* ***MULTI-TASKER(Maintenance &***

***Cleaning Supervisor, Accounts Clerk, Receptionist, Admin Assistant, Customer Service Representative)*** *in* ***PROPERTY MANAGEMENTS***

* ***Above 04 years’*** *experience as a* ***SUB-AGENT*** *in* ***TRAVEL &***

***TOURISM.***

* *Temporarily working as a* ***Travel Consultant/Agent*** *in Alkarama-Dubai.*

***Academic Qualifications:***

|  |  |
| --- | --- |
|  ***F. Sc.*** |  ***Bachelors of Arts*** |
|  |  |  |  |  |  |
|  | ***1ST Division.*** | ***2nd Division.*** |
|  | *Govt. College of Sargodha.* | *University of Sargodha.* |
|  | *Punjab-Pakistan. (2009-2011)* | *Punjab-Pakistan.(2011-2013)* |

***Computer and Other Technical/Professional Skills:***

* ***Computer*** *skills,* ***Internet****,* ***Emailing****,* ***Scanning****,* ***Editing****,* ***Printing*** *and* ***Typing****.*
* ***Proficient*** *in* ***MS Office (Word, Excel, PowerPoint, Outlook)*** *and*

***Adobe Photoshop.***

* *All type of* ***Admin work*** *related to* ***Real Estate*** *like Preparation of* ***EJARI, Tenancy contracts, Quotations, Applications and Letters****.*
* *Online/Offline Utility Bills payment (****DEWA, Etisalat, Du*** *and others).*
* *Interpersonal skills, Excellent Communication skills both written and verbal, Telephone skills.*
* ***WPS, Online/Mobile*** *Banking and other Banking Operations.*
* ***Airlines Tickets*** *and* ***Hotels reservation*** *and* ***booking****.*
* ***Online Listings/Advertisement*** *on* ***Social Media*** *and different**websites/portals.*
* *Office Management, Administration, Coordination, Assistance.*
* *Clerical work, Secretarial and Receptionist activities.*
* *Customer skills including Customer care, support and services including interacting with customers, answering customer inquiries and effectively handling/ resolving customer queries/complaints.*
* *Cheques/Cash Collection, handling and deposit in the accounts.*

***Declaration:***

*I hereby declare that all the above mentioned information is true to the best of my knowledge.*