



PERSONAL INFORMATION

Nationality: Pakistani
Sex: Male
Status: Married
Religion: Islam
Date of Birth: 17th Feb 1990
Language Known: English, Hindi, Urdu

PASSPORT DETAILS

Passport Number: AH1304873
Date of Issue: 02nd Aug 2023
Date of Expiry: 01st Aug 2028
Visa Status: Employment

EDUCATION QUALIFICATION

DAE (Diploma Of associate degree in electronics) 2011 from Punjab technical Board Lahore Pakistan.

TRAINING:

Customer Service
Basic Life support (First Aid)
Fire & Safety
SIRA
CAPU

COMPUTER SKILLS

Professional Office Applications (Windows, XP, MS Word, MS Excel, MS PowerPoint, Internet E-mail Etc...

References

Available upon request.

Declaration:

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

MUHAMMAD AQEEL

+971 52 4414121

a.abbasidxb@gmail.com

Dubai, UAE

CAREER OBJECTIVES:

Seeking a challenging position where my knowledge and aptitude can be shared and enriched, hence, to participate and contribute to the development of the organization and to excel my true potential abilities in

WORK EXPERIENCES:

Worked as Customer Service in Orient Group, Pakistan From February 2012 to December 2013

- Greeting & welcoming all potential and existing customers to the Office.
- Responding to customer queries.
- Resolving customer complaints.
- Processing customer order
- Representing the values of the company.

Worked as a Cashier in Tehzeeb Bakers, Pakistan from February 2014 to November 2014.

- Deliver excellent customer service.
- Report on any shortages, damages, or security issues.
- Maintain equipment in good condition.
- Maintain all daily cash transactions and record.

Worked as Admin Assistant in Capital TV News Channel, Pakistan from January 2015 to September 2016.

- Answering phones and responding to client request, inquiries.
- Keeping track of inventory and ordering supplies
- Maintaining employee and client record.
- Maintaining and updating company database.
- Managing the maintenance of office and facility equipment's.
- Performing other duties as assigned.

Working as a Security Admin in Transguard Group, Dubai UAE. From November 2016 to October 2023.

Currently Working as Security Patrolling Officer in Transguard Group, Dubai UAE.

DRIVING LICENSE/KNOWLEDGE & SKILLS:

- Having Light Vehicle Driving License No.3
- Place of Issue : Dubai

SKILLS

- Good communication skills both oral and written (English & Hindi)
- Self-motivated and flexible.
- Flexible with pressure and can do multi-tasking job.

MUHAMMAD AQEEL