# AQEEL MUHAMMAD



## Contact

**Address:**
Block 5, Nuzul Camp, Jabal ali,

Dubai, United Arab Emirates.

**Phone:**

+971 58 825 7216

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Maqeelkhan832@gmail.com

## Languages

- English
- Urdu
- Hindi

## Summary

A hard working self-motivated and responsible person with an accessible mental and social able personality; who enjoys meeting novel challenges and running innovative projects. A proactive and skillful person with the ability to adapt well to new and moving situations while remaining confident under pressure and working as an effective team leader and as a member of the team as well. I am a positive, confident and proactive individual who has a passion for selling and retail. Strong commercial skills are preferable with the ability to make effective decisions. I have excellent communication, delegation and time management skills as well as being a proven leader who can motivate and coach people to achieve. Numeracy and computer literacy skills are essential.

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

## Education

- University of Karachi, Pakistan
  Bachelor's degree in Arts (Social & Sciences)

## Certifications

- International English Language Testing System
  (IELTS) British Council (IELTS Preparation)

## Experience

1. **Emrill Integrated Facilities Management LLC, Dubai**
   **Receptionist - 01/2022 to Till date**
   **Dubai Marina, Dubai**

   ✓ Collect data of new owner and tourist.
   ✓ Give access of finger print and issue cards.
   ✓ Resolve the major and minor issues of apartments.
   ✓ Welcoming guests and visitors.
   ✓ To fulfill all customer needs and demands being the representative of Emrill.
   ✓ Work on proficient systems to maintain record.
   ✓ Prepare computerized presentation.
   ✓ Give good satisfaction to customers.

## Personal Details

**Father's Name:**

Muhammad Ameen

**Age:**

34

**Marital Status:**

Married

**Passport No:**

MN0169161

**Nic No:**

42401-7178916-9

**Hobbies:**

- Reading
- Writing
- Learning Online

2. **KOLACHEE INTERNATIONAL** **May 2017 To Dec 2021**

**HR Assistant** **Import, Export & Transportation**

- ✓ Collect the data of new candidates of hiring process.
- ✓ Design the criteria for short listed / also manage the internal jobs.
- ✓ Maintain the data and short listed as per decided policy of hiring process.
- ✓ Design the process for hiring and maintain.
- ✓ Conduct and checking process of written, oral and computer test.
- ✓ Offer letter and value of exciting market as consider experience, education and as per evolution criteria.
- ✓ Process the necessary approval as per policy for exceptional cases.
- ✓ Process joining as per vacant, pool and replacement slot's staff and information to line manager & HR coordinator.
- ✓ Coordinate with HR coordinators for joining & other issues of employees.
- ✓ Handle medical health policies and life of employees.
- ✓ Documentation correspondence through all types of communication.

**3. DADA BHOY GROUP OF INDUSTRIES** **Dec 2012 To March 2017**

**HR Assistant & Office Coordinator**

Responsibilities:

- ✓ To prepare minutes sheets, Visit report.
- ✓ Daily report, table charts.
- ✓ Prepare computerized presentations.
- ✓ Collect the data of new candidates of hiring process.
- ✓ Design the criteria for short listed / also manage the internal jobs.
- ✓ Conduct and checking process of written, oral and computer test.
- ✓ Process the necessary approval as per policy for exceptional cases.
- ✓ Process joining as per vacant, pool and replacement slot's staff and information to line manager & HR coordinator.
- ✓ Handle medical health policies and life of employees.
- ✓ Documentation correspondence through all types of communication.

**4. IDEAL ENTERPRISES** **Nov 2010 To Oct 2012**

**Sales Executive**

Responsibilities:

- ✓ Daily liabilities indoor sales and Sales promotion.
- ✓ To prepare daily reports, including sales and stock reports.
- ✓ To motivate customers with good business and marketing skills.
- ✓ Work on proficient systems to maintain records.
- ✓ Documentation with correspondence through E - mail, Fax, Print media.
- ✓ To full fill all customer needs and demands being the representative of LG. Monthly target achieving assigned and set by company.
- ✓ Give good satisfactions to their query with favorable answer.
- ✓ Daily report to sales department about sales, stock and customer needs. Meet with regional sales manager to discuss the technical problems.

**5. NIB BANK** **Feb 2008 To April 2010**

**Sales Promoter**

Responsibilities:

- ✓ Daily liabilities indoor sales and Sales promotion.
- ✓ To motivate customers with good business and marketing skills.
- ✓ Work on proficient systems to maintain records.
- ✓ Documentation with correspondence through E - mail, Fax, Print media.
- ✓ To full fill all customer needs and demands being the representative of NIB.
- ✓ Monthly target achieving assigned and set by company.
- ✓ Give good satisfactions to their query with favorable answer.
- ✓ Daily report to sales department about sales, stock and customer needs. Meet with regional sales manager to discuss the technical problems