AQEEL MUHAMMAD



Contact

Address:
Block 5, Nuzul Camp, Jabal ali,

Dubai, United Arab Emirates.

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Languages

- English (Proficient) ●●●●○
- Urdu (Native) ●●●●●
- Hindi (Proficient) ●●●●○

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**
   Front Desk Receptionist **Jan 2022 to Till date**
   Dubai Marina, Dubai

- ✓ Analyze data of new owner and tourist.
- ✓ Provide access of finger print and make cards available.
- ✓ Ensure that all major and minor apartment issues are Resolved.
- ✓ Greetings guests and visitors.
- ✓ Customer satisfaction is out top priorty being the representative of Emrill.
- ✓ Maintain records using proficient systems.
- ✓ Prepare a computer based presentation.
- ✓ Maintain a high level of customer satisfaction.

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**

- ✓ Database for new candidates in hiring process.
- ✓ Manage the internal jobs and design the criteria for shortlisting.
- ✓ Assert the statistics and short listed as per decided policy of hiring process.
- ✓ Design the process for hiring and record.
- ✓ 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 a computer based presentations.
- ✓ Database 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.
- ✓ Maintain records using proficient systems.
- ✓ 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.
- ✓ Excellent 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.
- ✓ Maintain records using proficient systems.
- ✓ 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.
- ✓ Excellent 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