

# CURRICULUM VITAE

**MUHAMMAD SABIR**  
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**DUBAI ,UAE**



## **OBJECTIVES**

Seeking and opportunity where I can contribute my experience and qualification which is benefited to my career development and good growth of the company

## **PERSONAL DETAILS**

- |                  |   |                 |
|------------------|---|-----------------|
| ➤ Father Name    | : | Muhammad Ashiq  |
| ➤ Date of Birth  | : | 21-07-1998      |
| ➤ Nationality    | : | Pakistani       |
| ➤ Religion       | : | Muslim          |
| ➤ Sex            | : | Male            |
| ➤ Marital Status | : | Single          |
| ➤ Visa status    | : | Employment visa |

## **LANGUAGE KNOWN**

- English( Normal)
- Punjabi
- Urdu

## **EDUCATIONAL QUALIFICATION**

- MATRICULATION
- Computer Diploma (6 Month)

## **WORK EXPERIANCE**

- Worked as a Computer office boy clerk in **MUHAMMAD IQBAL AND MUHAMMAD BILAL TECHNICAL** Dubai 2017-2019 (2 Year)
- Worked as a Office Boy in **MUHAMMAD IQBAL AND MUHAMMAD BILAL TECHNICAL** Dubai 2017-2018( 1 Year)

## **DUITIES AN RESPONSIBILITIES**

- ✓ To follow up filling record the specific folder for the same.
- ✓ Have knowledge to copying, Faxing, and Email.
- ✓ Making tea coffee helping to all staff
- ✓ Coordinating between professionals and departments
- ✓ Providing administrative and clerical support mailing scanning fax copying filing
- ✓ Completion of the required task within the desired deadline.

## **SKILLS**

- Realistic
- Honest
- Punctual
- Hard Working
- Optimistic
- Positive Thinker
- Good sales skill
- Computer operator

## **PASSPORT DETAILS**

Number : BR5021321  
Issued on : 24/03/2017  
Expiry on : 23/03/2022

## **DECLARATION**

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

**MUHAMMAD SABIR**