



MUHAMMAD HASEEB

Contact Info

Postal Address : Al Rabia Tower, Dubai.
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Objective:

Scanning/File Clerk who intends to build a career with leading corporate of the technical environment with committed & dedicated people, which helps me to explore myself fully and realize my potential, willing to work as a key player in challenging & creative environment. a reliable, valuable employee experienced in customer service and clerical work

Educational Background

➤ Intermediate:

Major Subject : Commerce
Institute/University : Punjab College Of Commerce, F-8/4 Islamabad.
Year : 2010

➤ SSC:

Major Subject : Computer Science
Institute/University : Islamabad Model College For boys, F-11/3 Islamabad
Year : 2008

Experience

- Working as Filing Clerk in Espina IT Solutions Dubai from **Nov, 2019 till to date.**
- **5 years** driving Experience in Dubai from 2016 till to date.
- Worked for **3 years** as Cashier cum sale man in Golden Arrow Laundry Dubai.
- Worked for **3 years** as Sales Representative in Dragon Mart Dubai.
- Worked as “Sale Associate” in K&N’s Pvt Limited Pakistan, in company Outlet Islamabad for **1 year**

Training Courses

- **Valid UAE driving License** Light motor vehicle.
- **3 Month English Languages** Course F-10 Markaz Islamabad.

Skills

- Microsoft Office , Professional and mature, Strong problem solver, Dedicated team player, Filing, Detail Oriented, Dependable, Fast Learner, General Office

Languages

- English
- Urdu/Hindi
- Arabic

Personal Skills

- Disciplined & Result Oriented.
- Highly Motivated & Self-Reliant.
- Posses Excellent Communication Skills.
- Posses Excellent Interpersonal Skills.

References

References will be provided if required.