

CURRICULUMVITAE



ALI JAN

PERSONAL INFORMATION

Father's Name: Muhammad Rafiq
Marital Status: Single
Date of Birth: 1st March 1986
Nationality: Pakistani
Passport#
Visa Status:
Valid UAE Driving License # 2489429

Contact Information

Postal Address

Kucha Kadar Shaheed Faqir Muhammad
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Permanent Address

Kucha Kadar Shaheed Faqir Muhammad
Road Quetta House No5_13/158

Career Objective

Looking to join a progressive organization that give me a platform so that I can explore my knowledge and skills and also offer advancement opportunities. Contributing with new ideas in advancement of organization.

Academic Profile

Discipline	Board/University	Session
Matriculation	Balochistan Board Of Quetta	2003
ICS	Balochistan Board Of Quetta	2006
Bachelor Degree BA	Balochistan University Of Quetta	2019

CERTIFICATION

BASIC INDUCTION TRAINING IN CUSTOMER SERVICE
BASIC FIRST AID AND EMERGENCY RESPONSE
FIRE EXTINGUISHERS & BUILDING EVACUATION
SECURITY & COMMUNICATION SKILLS

EXPERIENCE

- **Worked as Business Development Manager in Al Baroon Legal Consultancy 2 Years.**
- **Worked as a BMS Operator in ADCB Bank Head Office 5 years.**
- Done operations & Maintenance of BMS system, prepared sequence of operation for BMS system (AHU, FCU, VAV, HRW, EFs etc).
- Attended the FR (Facilities Request) of associates regarding their facilities issues & arranging them by doing needful. Maintained logs, following up with vendors, raising tickets for the system if any problems arise.
- Followed up with vendor in PPM Work, other works etc.
- Coordinated with seniors by informing about the alarms, follow etc.
- Responsible for the operations & maintenance of BMS system.
- Monitoring & controlling the process area environmental conditions they process area environmental conditions (Like, Temp, RH & DPS) as per the client requirement.
- Trouble shooting of the BMS components (Like DDC, Actuators, DPT, AFMS etc.) analyzing and understanding the different types of requirement specification. Controlling and monitoring fire alarm systems and resolving issues. Good control of internal comfort conditions. Effective monitoring and targeting of energy consumption. Maintaining of VFDs and DDC panels. Improved plant reliability and life.
- **Worked as a BMS Operator in SAMA Tower NYU University 4 years.**
- **Worked as a Documents Controller in Al Jazira Tower 3 years in UAE.**
- Destitution of all documents in related to Departments as per Distribution Guide.
- Preparation of filling system in compliance with company's ISO procedures, soft and hard copies.
- Preparation of daily report, weekly and Monthly progress reports as per the contract specification requirements.
- Electronic & hard copy filing as per the Management.
- Coordinating with the client in the activities of testing and commissioning issuing all drawings as per the site requirement.
- Daily updating the reporting, the daily manpower report to the client.
- Weekly Schedule & sending the peoples for HSE Training.
- Arranging Quotations from local material suppliers.
- Preparation of Local Purchase Orders.
- Monitoring and preparation of the people's timesheets.
- Coordinating & arranging Labor Cards, Insurance Cards, Emirates ID, Bank Account ATM Cards, Access Cards, and Visitor access pass, and Company Identity Cards for all Employees.
- Providing Camp accommodation and facilities to all employees.
- Controlling and arranging proper transportation to all employees.
- **Worked as a Documents Controller in AD One Tower 2 years.**
- **Worked as a Documents Controller in ADEEB Groups.**
- **Worked as a Senior Sales and Marketing Representative in Hertz Integrated System Telecommunications.**

- Developed sales strategies for existing accounts, while identifying new business partnership prospects that fit with western Ltd. mission of creating innovative technology resulting new client's partnership.
- Managed prospective leads and existing accounts CRM platform to accurately forecast revenue and nurture long-term business partnerships.
- Guided clients through the purchase or addition of lines of service and appropriately resolved conflict or customer service issues in apposite manner resulting in high levels of client satisfaction.
- Championed excellent customer service for every client by responding promptly to requests, inquiries, suggestions, and concerns.
- Regularly met and exceeded sales goals by at least 50% for 5 consecutive years and was recognized as both employee of the Month and top sales performer.
- Maintaining good business relationships with existing clients.
- Holding meetings to discuss progress of existing projects.
- Deal with customer feedback, enquiries, complaints and
- Expert knowledge of the selling process and effective sales techniques.
- Social Media (LinkedIn, Twitter, Face book etc)
- Excellent communicator and relationship builder skills.
- Pro-active, organized and an individual and team player.
- Motivated in a target –driven environment.
- Optimistic and a positive can-do attitude.
- **Worked as a Computer Data Entry Operator in Pakistan 1 year.**
- **Work as a Customer Relation Officer in Gulf Hajj Umra Service in Pakistan 1 year.**

Computer Skills

- **Computer Programs (MS Office, In page, Internet, Adobe photo shop)**
- **INTERNET PROFICIENCY.**

Hobbies And Interests

I enjoy socializing with friends and family as well as keeping up to date with current affairs. In addition, I am a keen enthusiast for cricket and enjoy watching.

Language Proficiency

Languages	Read	Write	Speak
English	Excellent	Excellent	Excellent
Arabic	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent

Conspectus

I will put no stone unturned for the success of the Organization.

Interesting Area

I wish to explore and implement my own knowledge and skills in the profession any kind of job.