

# **CURRICULUM VITAE**

## **WASEEM**



**Name:** Waseem Abdul Karim  
**Mobile (Pakistan):** +92-328-2262017  
**WhatsApp / UAE Contact:** +971-55-88 97527  
**Email:** [abdulkarimwaseem@gmail.com](mailto:abdulkarimwaseem@gmail.com)  
**Current Location:** Karachi, Pakistan | Assist to relocation to UAE.

### **PROFESSIONAL SUMMARY:**

Experienced Office Boy with 5 years in Dubai, skilled in office support, document handling, filing, photocopying, and maintaining a clean and organized workplace. Reliable, punctual, and disciplined, with a proven ability to assist staff and ensure smooth daily office operations.

### **WORK EXPERIENCE:**

#### *12 Years of Professional Experience*

#### **GATRON INDUSTRIES Pvt Ltd - *CCTV Surveillance / Data Entry Operator***

September 2011 October 2012  
Hub Balochistan.

#### **Duties Responsibilities**

- Monitoring people in different locations to identify instances of suspicious or unusual behavior.
- Tracking suspect individuals as they move within a building or through a network of streets.
- Liaising with security staff or on the ground to provide detailed intelligence about suspects,
- Ensuring the CCTV system is fully functioning, and that video footage is recorded and stored.
- Assisting in their enquiries by providing access to CCTV recordings, or copies of footage.
- Type vehicles weighing data register and excel sheet.
- Operate office equipment like scanners and printers
- Transfer data from hard copy to a digital database.

#### **SHEFFIELD HOLDINGS - *Office Assistant***

Feb 2013 to May 2018  
Dubai, United Arab Emirates

#### **Duties & Responsibilities**

- Serve Tea and Coffee to Staff and office visitors.
- Clean office kitchen on a daily basis.
- Responsible for disposal of trash, waste, and other disposable material.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Damp dust furniture, light fixtures, windows, and bathrooms daily.
- Wash windows as scheduled.
- Use safety precautions in all housekeeping services.
- The person must have a neat and clean personality.
- Also be able to move outside the office for any kind of task-directed to him.

## **FEROZE 1888 MILLS PVT LTD –*Warehouse Office Assistant Supervisor (Logistics)***

Aug 2018 June 2022

Site Area Karachi, Pakistan

### **Duties Responsibilities**

- Accurate pallet building as per stacking pattern
- Accurate checking of receiving and dispatching of product
- Timely report any product damages to his Team Leader
- Ensure products are stored in the correct location and properly stacked on pallets or shelves.
- Ensure put-away task done accurately and in timely fashion
- Ensure efficient usage of Material handling equipment MHE's
- Timely reporting of any out of order MHE to maintenance department
- Upkeep and safety of the storage systems installed / used in the warehouse
- Ensure housekeeping of his dock while receiving/Shipment
- Clean and maintain work area as per Quality Standards

## **AL KAUSAR UNIFORM SHOP- *Retail Sells Assistant***

24 Market Baldia Town Karachi,

June 2023- Aug 2025

### **Duties & Responsibilities**

- Greet and assist customers in a friendly and professional manner.
- Provide product knowledge and advice to help customers make purchasing decisions.
- Maintain the store's visual standards, including stock displays, signage, and cleanliness.
- Monitor stock levels, replenish shelves, and assist with inventory management.
- Handle customer queries, complaints, and returns politely and efficiently.
- Support promotional activities, up selling, and cross-selling products.
- Ensure compliance with store policies, safety, and security procedures.

### **EDUCATIONAL BACKGROUND:**

#### **Higher Secondary School Certificate (HSSC – Arts)**

Degree College, Karachi, Pakistan

Attested by UAE Embassy – April 2015

#### **Secondary School Certificate (SSC – Science)**

Humera Children Academy, Karachi, Pakistan

Completed: April 2004

### **PERSONAL INFORMATION:**

Full Name: Waseem Abdul Karim

Nationality: Pakistan

Marital Status: Married

Date of Birth: 29-10-1984

### **PASSPORT AND VISA DETAILS**

- Passport Date of Issue: 11/JAN/2023
- Passport Date of Expiry: 10/JAN/2028
- Passport Place of Issue: Karachi, Pakistan
- Visa Status: Cancelled Residence inside UAE
- Visa Expired Date: 20/09/2023