



# MOHAMMAD AAMIR NAWAZ

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.



## Personal Information

**Nationality:** Pakistani **Address:** Dubai, UAE **Phone number:** +971-568257617  
**Email address:** aamirsheikh12300@gmail.com **Visa:** Employment Visa  
**License:** UAE Driving License

### Patrolling Supervisor Strive Facilities Management (Group of International Finance Advisor)

02/2021 — present DUBAI, UNITED ARAB EMIRATES

#### Job Responsibilities

- Train and schedule programs and functions for security personnel.
- Evaluate access and analyze the performance of security personnel.
- Initiate disciplinary measures wherever necessary. Provide security to office staff, buildings and properties
- Keep the premises free from all kinds of dangers—screen visitors before allowing them to enter the premises and offices.
- Maintain all security devices and products in good working condition.

### Admin Federal Security Services

01/2019 — 01/2021 DUBAI, UNITED ARAB EMIRATES

#### Job Responsibilities

- Responsible for handling the day-to-day administrative tasks of the office and making sure that everything runs smoothly.
- Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
- Maintaining an effective administration system.
- Rapidly responding to and resolving any administrative problems.
- Coordinating office procedures.
- Making sure that information is quick and easy to locate. Ordering and maintaining office stationery and equipment.
- Offering a warm and friendly welcome to any visitors.
- Sorting and distributing incoming post.
- Receiving and redirecting telephone calls
- Raising and progressing purchase orders.
- Managing electronic and printed files.



## Work Experience

### Customer Services Representative Islamic Bank Of Pakistan.

05/2017 — 10/2018 76 PESHAWAR ROAD, CHOUR HARPAL RAWALPIND,, PAKISTAN

#### Job Responsibilities

- Processing orders, forms, applications, and requests.
- Responding promptly to customer inquiries.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.

## MARKETING MANAGER Al Noor Medicine Company

2015 — 2017 PAKISTAN

### Job Responsibilities



## Work Experience

- Supporting campaign management and optimization across multiple channels.
- Up keeping business development activity.
- Liaising with internal stakeholders to understand Service marketing needs.
- Monitoring campaign responses and identifying areas for improvement.
- Responsible for looking after all events, exhibitions and conferences.
- Monitoring customer satisfaction and mystery shopper trends.
- Observing marketing spend against budget and report back to their line manager.
- Intelligently applying data to target customers, diving greater commercial value.

## ADMINISTRATOR Kohinoor Flour Mills Pvt ltd

2013 — 2015 PAKISTAN



## Skills

### — LANGUAGES

English

Urdu/Hindi

Arabic

### — COMPUTER SKILLS

MS-Office/Word/Excel



## Certificates

SIRA License Holder



## Education

### Bachelor of commerce (Accounting and Finance) Quaid e Azam University Islamabad

2016 PAKISTAN

Computer Diploma course  
with Attested certificate



## Strengths

Adaptable

Managing

Teamwork

Leadership

Working under pressure