

**JOB APPLICATION AGAINST THE VACANT
POST AT YOUR ESTEEM ORGANIZATION**

I consider it a privilege to apply for the post cited as subject in your esteemed organization.

IDREES AKRAM

Profession: Sales & Marketing, Admin, Executive Office

Total Experience: 11 years (including 3 years in UAE)

Year of Birth: 1986

Occupation: Married with 4 dependents

Current Location: Abu Dhabi, Al Ain (Ready to relocate)

Visa Status: 3 months visit visa (from July 22 to Oct 22, 2022)

Availability: Immediately

✉ idrees_akram@yahoo.com

☎ 00971 52 2648283



CAREER SNAPSHOT

- Sales & Administration
- Social & Legal Compliance
- UAE Driver's License (2014-24)
- Correspondence, Reporting, Documentation, Record Keeping
- Conflict Management, Training & Development
- ERP (HRMS), ERP (Admin), MS Office Word, Excel, Power Point

SALES EXECUTIVE

(3 Months visit visa from Dec 2021-Feb 2022)

Emirates Golden Fashion

(Business Operations: Uniform Manufacturing)

- **FACTORY MANAGER (Started as Merchandiser)**

(5 Years from 2015-2020)

Utex (Pvt.) Ltd, EPZ, Sambrial, Pakistan

(Business Operations: Fashion Garment Manufacturing Co.)

- **SALES EXECUTIVE cum OFFICE ADMIN**

(3 Year from 2013-15)

Myka Uniforms Trading LLC, Abu Dhabi, UAE

(Business Operations: Uniforms Manufacturing Co.)

- **EXECUTIVE COORDINATOR**

(2 Years from 2011-13)

Master Tiles & Sanitary Fittings, Gujranwala, Pakistan

(Business Operations: Ceramic Tiles Manufacturing Co.)

- **DOCUMENTATION COORDINATOR**

(2 Years from 2008-11)

PPCBL, Bank, Gujranwala, Pakistan

(Business Operations: Agriculture Bank Competitor of ZTBL)

QUALIFICATION & SKILLS

- Master in Business Administration (MBA completion 2008-10).
- UAE Driver's License (2014-24)

I would welcome an opportunity for a personal interview to discuss your organization's needs. Please feel free to contact me at the number listed above or via e-mail. Thank you for your time and consideration.

Regards,

Idrees Akram