



## MUHAMMAD AHMED

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**Nationality:** Pakistani

**DOB:** 30 May, 1996.

**Visa:** Employment Visa

**Visa Exp:** 12 November, 2022.

**EID:** 784-1996-6364306-4

**Sponsor:** Transguard Group

## LANGUAGES

Urdu - Native  
English - Fluent  
Hindi - Fluent  
Punjabi - Fluent

## PROFILE

*To add the value for the organization where my skills can be utilized and improved, to provide the best customer experience to develop and expand the existing sales seeking and moved towards new opportunity to improve and gain more strong command on my skills.*

*Also run a freelancing Website design and development company name as COMPUFY SERVICES, compufyservices.com.*

## EDUCATION

**AGT Institute of Technical and Professional Education**  
**Jan 2019 - June 2019**  
Diploma in Web Design & Development

**Pir Mehr Ali Shah Arid Agriculture University**  
**2017 ( 4 Semesters Done) - Not Completed**  
Bachelor in Computer Sciences

**Punjab College Of Information Technology,**  
**2013 - 2015**  
Intermediate of Computer Sciences

**Sir Syed Public School**  
**2001 - 2013**  
Matriculation In computer Sciences

## EXPERIENCE

**TRANSGUARD GROUP LLC (DUBAI UAE)**  
**2019 - Present ( SITE BASED )**  
**Security Receptionist / TelePerformance Dubai**  
Manage the meetings schedules, Dealing with staff and clients, report to Security manager directly about the whole day tasks. Deal with CCTV, Emails etc  
Performing all administrative task in the MASHREQ BANK Reception DOZ Branch, Manage the Access Control Systems of All the UAE Mashreq Bank Branches  
Performing the administrative task including report generating and manage access control systems in EXPO 2020 West Gate Security Pass Office.

**RADIANCE ltd (UK Based - PAKISTAN )**  
**2018 - 2019**  
**Customer Care Officer**

Provide the on the call support regarding the Insurance and support them for claiming their insurance against TPI. Manages the clients data on Custom CRM Portal, Also configure the IT products in the office including hardware and software Tools. Manages the Website data.

### FREE LANCER

**Web Application Developer**

Working as a free lancer from 2017 with 100% success rate in the market. Done the projects using different techniques of Web which includes diff languages (PHP MySQL jQuery JavaScript HTML CSS etc ) and Frameworks ( Laravel, CodeIgniter )  
Find our projects on our website [www.compufyservices.com/projects](http://www.compufyservices.com/projects).

## PERSONALITY

*Friendly & Approachable  
Organized & Trustworthy  
Quick Learner  
Good Team Player  
Reliable*

## HOBBIES

*Online & Offline Gaming  
Blogs & Article Writing  
Researching About new Technology  
Travelling*

### **OPPIEN ( ISLAMABAD PAKISTAN )**

**2017 - 2018**

#### **Sales & Customer Service Representative**

*Explain the features of various policies. Customize insurance programs to suit individual clients' needs. Maintain electronic and paper records regarding confidential and non confidential information. Receiving and placing customer service telephone calls. Resolving customer complaints, managing database records, drafting status reports on customer service issues.*

### **SMART JACKS**

**2016 - 2017**

#### **IT & Office Administrator**

*Developing and implementing IT policy and best practice guides for the organization. Managing and reporting on allocation of IT budget Maintain Website of the company and other IT related and Office related matters. Dealing with email enquiries Data Entry and Providing administration support to Sales Reps, Property Managers and Senior Management, also to keep the track of stored items.*

## **SKILLS:**

*Web Design ( HTML CSS jQuery JavaScript )  
Web Development ( WordPress PHP MySQL Laravel CodeIgniter )  
MS Office ( Word, Excel, Power Point, Outlook, SharePoint )  
Adobe ( Photoshop & Illustrator Inter Level- Dreamweaver )  
Software & hardware Installations  
CCTV System Operating, Administration Work Management  
Emails Management, Customer and Client Dealings  
Access Control System ( Paxton & Honeywell )  
Customer Services & Project Management*