

CURRICULUM VITAE



JAMAL ZAKRIYA

Contact no: - +971 559944783

Email:jamalzakriya30@gmail.com

OBJECTIVE

To have a challenging career that demands accountability & Result-oriented approach, which gives access to innovation, creativity & provides challenging work conditions, thereby creating progressive development plan for the organization & self.

Profile Summary

I am an experienced 12 years office messenger Professional with significant experience in leveraging for business growth. At various points in my career I have been in trade and end user, consulting and vendor organizations.

I am a proactive, hands-on individual who enjoys leading from the front. I possess excellent messenger skills and able to provide effective solutions to the business. I have led teams and like to engage, inspire, and communicate effectively to the team and establish a clear vision and direction.

Throughout my career I have a track record of delivering effective solutions and support to the business.

WORK EXPERINCE

BUSTAN TRADING TRADING CO.LLC

Location: Dubai.

Designation: Office Messenger.

Working period: From 2010 – February 2012

BUSTAN Trading is a company which is based in Dubai.

- Responsible for collecting and cash from banks and other customers.
- Deliver the parcels and documents to the addresses mention on the package.
- Perform general office related work such as filing the documents.
- Record information such as item received and delivered and recipients responses and messages.
- Plan and followed most efficient routes for delivering goods.
- Ability to listen and understand information and ideas presented through spoken words and sentences.

OFS GENERAL TRADING CO LLC.

Location: Dubai.

Designation: Office Messenger. Working period: from 2013 - November 2015.

OFS General Trading is a Dubai based company with branches all over U.A.E.

- Responsible for collecting and cash from banks and other customers.
- Deliver the parcels and documents to the addresses mention on the package
- Perform general office related work such as filing the documents.
- Record information such as item received and delivered and recipients responses and messages
- Plan and followed most efficient routes for delivering goods.
- Ability to listen and understand information and ideas presented through spoken words and sentences.

BRIGADE GENERAL TRADING CO LLC.

Location: Dubai

Designation: Office Messenger

Working period: From: December 2015 – Till Date

BRIGADE GENERAL TRADING is a Dubai based company.

EDUCATION AND QUALIFICTION

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- II P.U.C: Pre-University Govt. College, Udupi, Karnataka India

HOBBIES

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- Listening Music, Playing Snooker, Cricket & Driving.

COMPUTER SKILLS

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- Operating system: Windows 7, Windows 8/8.1, and Windows 10. □ Application : M S office (Word, Excel, PowerPoint)

PERSONAL PROFILE

- Date of Birth : 30 March 1984
- Sex : Male
- Nationality : Indian
- Marital Status : Married
- Languages : English, Arabic, Hindi, Kannada & Urdu.
- Passport Number : S9775800
- UAE Driving license No : 1760687 (Light Manual License)