

Hafiz Noman

Automotive Asst. Manager (1.5+ years of experience)

INTERNATIONAL CITY SPAIN CLUSTER
Dubai, U.A.E.

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PROFILE

Assistant Automotive Service Manager who employs a strong work ethic and the latest technology to every repair project. Employs great communication skills to relay complex problems to customers.

INTERPERSONAL SKILLS

- High level of integrity, quick learner, cooperative and hard worker.
- Excellent and impeccable interpersonal communication skills
- Ability to work independently as well as a part of a team.
- Ability to work under stress in challenging environment.
- A confident and determined approach
- Resilience - and the ability to cope with rejection
- Self-motivation and drive
- A competitive streak
- Proven experience in Automotive Maintenance And Repair field.



EDUCATION

- 2018 Bachelor of Arts**
(University Of Punjab)
- 2014 Intermediate in Computer Science**
BISE, Lahore
- 2012 Secondary School Certificate**
(Science)
BISE, Lahore



WORK EXPERIENCE

Automotive Assistant Manager 2020(Present) (Al Attar Auto Maintenance, Sharjah, UAE.)

- Greet every customer that enters our facility with hospitality and the highest level of respect.
- Present the best solution to properly repair our customer's vehicle in a way that is easy for them to understand.
- Assist in managing the store's workflow in an effective and efficient manner.
- Possess the ability to consistently and effectively sell our services without jeopardizing honesty and integrity.
- Love your neighbor as yourself.
- Always maintain a positive attitude and team atmosphere.
- Use the phone in a professional manner, always with the intention of creating a long-term relationship between the store, yourself and the customer.
- Supervise and direct employees.
- Prepare business goals for each year.
- To act in a professional manner suitable as to represent a quality organization with which you are employed, always and in every instance projecting an attitude of honesty and integrity.
- Directs, coordinates, and participates in performing customer service activities as dictated by workload.
- Ensure that all work is performed to proper specifications.
- Assist other employees as needed.
- Directly assist in supervising 3 to 10 employees in the facility. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- *Other duties may be assigned.*



LANGUAGES

- English (Basic)
- Urdu / Hindi
- Punjabi

INTERESTS

- Internet Surfing
- Playing Games
- Reading Books
- Kick Boxing

PERSONAL INFORMATION

Nationality: Pakistani

Passport No: AR9201602

Religion: Islam

PROFESSIONAL SKILLS

MS Excel	★ ★ ★ ★ ★
MS Word	★ ★ ★ ★ ★
Speaking	★ ★ ★ ★ ★
Writing	★ ★ ★ ★ ★
Shorthand Typing	★ ★ ★ ★ ★
In Page	★ ★ ★ ★ ★

WORK EXPERIENCE

ASST. Storekeeper

January-June 2020

(Golden Classic Foods L.L.C, Dubai, UAE.)

- Organize and maintain inventory and storage area.
- Ensure shipments' and inventory transactions' accuracy.
- Assist warehouse keeper that the material goods inwards or outwards from the warehouse.
- Maintain items record, document necessary information.
- Assist warehouse keeper to take physical balance every month and report to account.
- Keep the warehouse organized.