Hafiz Noman

Automotive Asst. Manager (1.5⁺ years of experience)

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

E: miannoman890@gmail.com M: +971568741753

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 stressin 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.

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LANGUAGES

- English (Basic)
- Urdu / Hindi
- Punjabi

INTERESTS

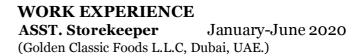
- Internet Surfing
- Playing Games
- Reading Books
- Kick Boxing

PERSONAL INFORMATION

Nationality: Pakistani Passport No: AR9201602 Religion: Islam

PROFESSIONAL SKILLS

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



- 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.