

The HR Manager

Respected Sir/Mam,

Have a good day. Take pleasure in enclosing herewith my Resume of qualification in accordance to explore the possibility in **Computer Hardware, Software, Networking, Store Assistance, Cash management, Security and CCTV surveillance, Documentation and Data management, Customer Service and Professional Assistance** in your esteemed concern.

In addition to my desire to join your team, you will find me a dedicated and driven professional. Being a diligent team player, I can meet deadlines and functions well under pressure with less or no supervision. Acknowledged a deep understanding of commitment and professionalism. Highly motivated towards goal achievement, eager to learn and open for further development.

I'd love to find out more about the position you're looking to fill, and I cordially welcome the opportunity to tell you how my skills and ideas can benefit the company. I can be reached at **00971527498207** or **abubakarkhadim6@gmail.com**

Thanks for your consideration. I look forward to hearing from you soon.

Kinds Regards

Abu Bakar Khadim.

Applicant

ABU BAKAR KHADIM.

Contact: +971527498207

Email: abubakarkhadim6@gmail.com

Vehari, Pakistan.

OBJECTIVE AND FOCUSED SKILLS:

A result oriented, efficient and organized Computer skills professional having above 2 years in total of experience in Pakistan & UAE. Possesses excellent communication skills and a high level of personal commitment, calm and soft spoken, consistently seeks to expand knowledge and skills.

- Computer Applications (MS Office).
- Data handling & Official Reporting.
- Loss preventive & Strategic approach
- Customer Service & Professional Assistance
- Computer Hardware Assistance.
- Calendar & Event management
- Security and CCTV surveillance
- Virtual & Visual analysis

PROFESSIONAL EXPERIENCE:

Al Aleem Pharmaceuticals.

ADMINISTRATIVE ASSISTANT (April 2020- Sept 2020).

- Communicated audit findings to management and implement plans that will adequately remediate any identified control weaknesses or gaps.
- Data management.
- Email handling, Official reporting and handling critical issues.
- Impressive customer service, visual and operational skills.
- Innovative thinking that helps to run business more professionally.
- Checking physical stock on weekly basis for evaluation and reference.

QBG Security Providers (Standard Chartered Bank Dubai).

Security Guard (Oct 2020 till date).

- Managing security at gates of standard chartered bank Dubai branch.

PROFESSIONAL & ACADEMIC QUALIFICATIONS:

- **2017-2018** **Intermediate in Computer Sciences Vehari, Pakistan.**
MAJOR SUBJECTS: Computer (Software/Hardware), Physics, & Math.
- **2014-2016** **Secondary School Certification, Vehari, Pakistan.**
MAJOR SUBJECTS: Science & Computer.

COMPUTER SKILLS:

- MS Word, Excel, PowerPoint.
- Emails and queries handling.
- Report writing and Data Management.
- Web and Social skills.
- CCTV surveillance management.

LANGUAGE SKILLS:

- English (Professional)
- Urdu (Native)

PROFILE:

FATHER NAME : KHADIM.
RELIGION : ISLAM.
GENDER : MALE
NATIONALITY : PAKISTANI
MARITAL STATUS : SINGLE.

References will be furnished if required.