



PERSONAL DETAILS

Name: Muhammad Adeel
Civil Status: Single
Date of Birth: 17-02-1992
Languages: English, Urdu, Punjabi
Nationality: Pakistan
Visa Status: Employee Visa

CONTACT

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MUHAMMAD ADEEL

CAREER OBJECTIVE

I am a self-driven, confident individual actively seeking a customer service position where I can enhance the skills I've gained from past experiences and be able to contribute to the team & company in an efficient manner.

PROFESSIONAL WORK EXPERIENCE

Ejadah Asset Management Solutions – Security Guard

2015 – Currently

- Operates and monitors the CCTV.
- Inspects and monitors the premises regularly.
- Checking and following up reports and complaints to the supervisor management.
- Handling concerns in the building.
- Leading team and assisting guests.

Nakheel Properties in Palm Jumeirah – Receptionist/Customer Service

2015–2017

- Greeted guests and visitors with warmth and positive attitude on their arrival and directed them appropriately.
- Assisted in moving in and out.
- Responded to guests' inquiries and concerns.
- Logged in all requests and forwarded to management.
- Received package handover and take over.
- Informed all to policies and information around the area.
- Escalated any queries or unresolved issues.

SKILLS

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Have a good level command over English language.
- Ability to work in a fast paced environment in an organized manner.
- Ability to multitask in a challenging environment.
- Strong computer skills and capability in learning new programs.
- Confident in communicating to attain great customer service.
- Willing to learn new skills.
- Discipline and of good character.
- Hard working and flexible.
- Strong customer service skills.
- Ability to work individually and in a team.

PROFESSIONAL WORK EXPERIENCE

Al Fursan Branch of Al Amanko LLC – Security Officer

2013–2015

- Welcoming visitors on their arrival.
- Organizing and arranging events.
- Taking care of the store.

Saddique Electric, Islamabad Pakistan – Salesman

2011–2013

- Serves customers by selling products.
- Assisting potential customers with their needs.
- Delivering presentation and demonstration of the products.
- Engages with customers and building good relationship.

PROFESSIONAL QUALIFICATIONS

Department of Protective System (DPS)

Dubai Police Academy

International Award For Security Personnel

The City And Guilds of London Institute

EDUCATION

Intermediate from Riwalpindi, Pakistan - 2011