CURRICULUM VITAE

WAQAS SHAFIQUE

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MOB: +971558388378

Profile

Accounts, Administrative support professional cum Data entry offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Personal Profile

- Father Name: Muhammad Shafique
- Date of Birth: 04 Feb 1992
- Gender   Male
- Driving License   **Light Vehicle**

     License no. **3765367**

- Passport Detail   Passport no. **CA5185332**
     Expire on 08/Oct/2027
- Visa Status   Employment Visa
     (20-February-2022)
- Marital Status: Married
- Religion: Islam
- Nationality: Pakistan
- Willingness to work: Anywhere

Career Objective

- Looking out for challenging career opportunity that provides ground for utilization of my expertise and gives a solid base for rewarding my creativity and innovations.
- To work in an environment where there is sufficient scope of implementing ideas in Co-ordination and concordance with the personnel in the related Field.

PERSONAL SKILLS

- Well regarded for inter personal, written and oral communication skill.
- Can handle multiple tasks simultaneously.
- Ability to acquire and apply knowledge rapidly.
- Fast learner with ability to learn new technologies.
- Have an aptitude to work in any environment always delivering the best.

Key SKILLS

- Convincing power.
- Fluent in Communication.
- Confident.
- Desire towards the work.
- Excellent interpersonal skills.
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Educational Qualification

- Bachelor of Commerce **B.COM** (full time – for period of 2 years), from University of Punjab Pakistan.
- Intermediate of Commerce **I.COM** (full time – for period of 2 years), from Board of Intermediate & Secondary Education Lahore, Pakistan.

Professional Development:

Microsoft Office Specialist (MOS),

- MS Office – Advanced (10 years' experience)
- Electronic Presentations for Business Professionals
- Keyboarding and Document Formatting
- Communication Skills for Executives
- Professional Office Procedures

Awards & Certificates

- **Best Employee certificate for the year 2015 by RTA.**
- **Best Employee certificate for the year 2016 by AGS.**

- **Letter of Appreciation for Improvement of HSE Requirements in RTA premises for the year 2017 by RTA.**

Professional Certifications

- **Basic First Aid Safety Training** from Najma Human Resources Consultancy, AL KHAWANEEJ RTA depot DUBAI.

Work Experience

Company name: **AL-GHURAIR & SOLARIS LLC** In Dubai

  Date   : 28th Dec 2013- 30th Sep 2020.

  Job Title   : HR, Admin Assistant cum Data Analyst

Duties and responsibilities

- Interpreting data, analyzing results using statistical techniques.
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality.
- Acquiring data from primary or secondary data sources and maintaining databases.
- Quality Ratio Report.
- Utilization of Report Data.
- Work-Order Summary Report
- **MIS** (Management Information Data).
- Calculation the overtime.
- Handle the documents related issue like Passport Renewal, Emirates Id card, Insurance Card, Salary, Overtime etc. in between employees and company.
- Documentation of record.
- Making the coordination of employees with head office.
- Front desk representation.
- Full knowledge in automotive insurance activities.
- Preparing the quotations of Accident Buses.
- Have deep knowledge of HR procedure, medical documents & claims, visa application and renewal process.
- Attendance MIS on daily, weekly and monthly basis.
- Preparing the Minutes of Meeting of senior officers on daily routines & Ad-hock Duties.

Reference

1. **M.I Abdul Razak** – General Manager at Al Ghurair & Solaris Middle East Bus Trading L.L.C +971506417523

2. **Arif Muhammad Akbar** – Operation Manager at Al Ghurair & Solaris Middle East Bus Trading L.L.C   +971508822409

DATE   :   **Yours Sincerely,**
PLACE: UAE   **Waqas Shafique**