

MUHAMMAD SHAFI



Contact

Address:

National Food Products Company
Industrial, 1 Jabal Ali Dubai

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Languages

English	●	●	●
Urdu	●	●	●
Arabic	●	●	

Summary

High competent, motivated and enthusiastic administrator with 14 years administration experience different corporate sectors. Currently working as administrator supervisor in well-known FMCG corporate office in Dubai from last 3 years.

Skill Highlights

- Strong organizational, administrative, communication, analytical and leadership skill
- Self-directed and ability to maintain confidentiality
- Quick learner and excellent working knowledge, Ms office complete suit, outlook and JDE

Experience

Administrative Supervisor, National Food Products Company
Dubai – 15 Oct 2019 to date

Summary of Job Description.

Corporate office entire admin tasks supervision (Reception, Transportation, Foods, Accommodation, Security, Cleaning, Pest control, Waste management, Stationery, yearly capex & opex, Landscaping, Recreation, General maintenance
Direct dealing company residential building, marketing, negotiation, renting, collection and facilities.

Security and Safety Coordinator Professional Security System
Dubai - 05/2014 to 10/2019

Upper Division Clerk (Administration) Government of Pakistan
Ministry of Defense - 06/2008 to 04/2014

Education

Graduation: **Humanities** – November 2004

University of Malakand Pakistan

Intermediate: **Humanities**– March 2002

Government Degree College Chitral (KPK)

Certifications

- Security Agency Regularity Authority (SIRA) Dubai Certificate
 - Computer Ms. Word compete suit certificate
 - Safety Certificate
 - Best performance certificate 2022 by board of Directors
- UAE Driving License 3 No.**