

Muhammad Safeer Uddin

MOBLIE: 0589237887

E-mail: Safeer.uddin@hotmail.com

OBJECTIVES:

To be a part of a well reputed organization where I can advance my skills and work as a team member to gain experience .To show the best what I am able to do especially in a position that allows me to learn and contribute my best to the organization aims and objectives.

ACADEMIC QUALIFICATION:

Matriculation with grade A from Mak Way Grammar School.

Intermediate with Grade D from Government National college.

 CERTIFICATES:

* Conduct Certificate from BOARD OF SECONDARY EDUCATION S.S.C part I 2011 karachi (Pakistan)
* Conduct Certificace from BOARD OF SECONDARY EDUCATION S.S.C part II 2012 karachi (Pakistan)
* Conduct Certificate From BOARD OF INTERMEDIATE EDUCATION H.S.C part I 2013 ,Karachi (Pakistan).
* Conduct Certificate From BOARD OF INTERMEDIATE EDUCATION H.S.C part II 2014 karachi (Pakistan).

ADDITIONAL SKILLS:

Management skill time management skill, Team building, Analytical and problem solving skills, decision making skills, Effective verbal and listening communications skills, Have a basic knowledge of Microsoft Word, Microsoft Excel, Managing and Organizing Emails,

Good Communication skills, Good typing speed, Able to work in shifts, Best in Marketing and sales, Computer literate, Positive attitude self-motivated and Team leadership, Good knowledge of internet advertising and using of social websites, Able to operate all kind of electronic devices.

Fast responsive and easy to deal pressure situations, Individual performer can work under pressure, well organized, Efficient, Quick learner and self-motivated and capable of meeting the deadlines on time, Understanding in open Forex Market and Index etc…

WORK EXPERIENCE:

Working experience in marketing year 2013 awarded by GEFC BRITAIN..

Working experience in All models of cars like sale purchase,import,and technical etc. from 2012

Having experience to manage the business.

JOB ROLES AND RESPONSIBILITIES INCLUDED:

* All rounder management.
* Responsible for reporting to the head of HR department on issue such as how to further maintain the relationship between the company and its employees.
* Advertising vacancies and management required object.
* Handling overall couriers, invoice and bank checque outsource and incoming as well and distributing to the concern person.
* Coordinating with customers in regards with the new packages as per the management need and required.
* Maintaining the records of all employees going on annual leaves and all their personal documents safely.
* Assuring that every conference and meeting rooms should be kept clean, neat and well maintained of objects as per the meeting purpose
* Producing reports and statistical information when required.
* Answer all incoming calls and handle caller’s inquiries whenever possible
* Re-direct calls as appropriate and take adequate messages when required
* Receive, direct and relay telephone messages and fax messages
* Ensuring maximum Guest satisfaction, and closely interacting with corporate clientele, understanding their requirements and customizing services accordingly
* Convincing the customers and achievement the sales
* Maintain the general filing system and file all correspondence
* Assist in the planning and preparation of meetings, conferences and conference
* Respond to public inquiries
* Co-operate and co-ordinate with the sales activities of the sales team in the allocated region, in order to optimize potential.
* Maintaining the guest and visitors record in the system.
* Allotting the sessions and appointment time with the authorities to the clients
* Inspects the physical condition of furniture, equipment’s and decorations of all the branches.
* Ensuring maximum guest satisfaction, and closely interacting with corporate clientele, understanding their requirements and customizing services accordingly.
* Ensuring high quality services that result in guests delight and optimum resource utilization for maximum services quality
* And other related work assigned
* Other Admin activities like printing, stationery, handling office expensive, stocks, coordinating with client companies, business development activities, etc…

**Personal Attributes**

* Be honest and trustworthy
* Be respectful
* Possess cultural awareness and sensitivity
* Be flexible
* Demonstrate sound work ethics

**PERSONAL INFORMATION**

Passport Number : AX2409251

Date of Expiry : 19/03/2019

Date of Birth : 21/6/1996

Place of Birth : Pakistan

Religion : Islam

Marital Status : Single

Linguistic Proficiency : English,Urdu.

Nationality : Pakistani

Driving License : Pakistan Valid liscence

**Declaration:**

 **I** hereby declare that the information provided above is true and best of knowledge. Any misrepresentation will fail my candidature

**Place : Dubai.**