

SHAHBAZ HUSSAIN

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Address: Saeedabad Baldia Town, Karachi.



CAREER OBJECTIVE

A position in a results-oriented company that seeks an ambition and career Conscious person, where acquired and education will be utilized towards Continued growth and advancement.

SKILLS:

- ❖ Fast learner, hard-working flexible and team player
- ❖ Can compromise and proven ability to work at hard levels
- ❖ Good habit and positive attitude
- ❖ Can work under pressure with any kind of tight deadline

WORKING EXPERIENCE

COMPANY: ROYAL SMART LIMOUSINE DUBAI
POSITION: Supervisor, Cum Customer Services
DURATION: 2015 to 2019
Work Location: DUBAI MALL, Marriott Harbor Hotel, Royal Mirage Hotel.

Duties

- Ensure implementation day-to-day activities of transportation.
- Supervise workloads, schedule, tasks and other related functions.
- Maintain and manage all databases relating to transportation activities.
- Ensure compliance of safety standards in transportation functions.
- Ensure maintenance of vehicles in good running condition.
- Handle loading and unloading operations.
- Initiate cost efficiency measures in transportation operations.
- Implement environmental laws, procedures and processes.
- Build internal and external customer relationships.
- Manage, supervise and monitor fleet operations.

COMPANY: PROPERTY & PARTNER REAL-ESTATE BROKER IN DUBAI
POSITION: Office assistant
DURATION: 2012 to 2015

Duties

- Managing filing system.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.

COMPANY: Al-Accad Department Store LLC Dubai UAE.
POSITION: Merchandiser at Organic Supermarket in Greens. DUBAI UAE.
DURATION: 2020 to 2022

Job Duties Dairy Section:

- Checking Expiry Items, Spoiled Items Fresh Milk as Daily Basis
- Nearly Expiry Items giving to the discount Store.
- Every end of the month I am doing the Inventory of Supermarket.

COMPANY: REPSOL EXPLORATION OIL COMPANY DUBAI
POSITION: Office boy
DURATION: 2010 to 2011

Job DUTIES

- Organizing and keeping files and handling projects.
- Answering and forwarding phone call, and taking messages.
- Assisting management personnel in wide variety of workplace responsibilities.
- Collecting and distributing couriers or packages among workers and starting and searching messages.
- Delivering facsimiles and sending them, and doing any related search projects.
- Helping the associate, staff, or other management staff in doing their responsibilities.
- Cooperating with workplace personnel to maintain proper connections and a friendly environment within the office

EDUCATION QUALIFICATION:

Completed Matriculation from Public Ideal School Karachi Pakistan

COMPUTER PROFICEINCY

MICROSOFT OFFICE

COMPUTER INFORMATION TECHNOLOGY

PERSONAL DETAILS:

Date of Birth	:	31/10/1991
SEX	:	MALE
Marital status	:	Married
Nationality	:	Pakistani
Languages known	:	English, Urdu, Arabic
Country of Stay	:	Karachi, Pakistan.

DECLARATION:

I do hereby declare that the above mentioned details are correct in my belief. if you are giving a chance to serve you I will prove my ability send work almost satisfaction of my superiors. hoping for your kind attention and response

SHAHBAZ HUSSAIN