

PERSONAL INFORMATION


Syed Twaqal Abbas



 Dubai city, UAE

 +971558521190

 vickysyed11@gmail.com

 **055-8521190 / 054-4446186**

 **RTA DUBAI DRIVING LICENSE NO: 4055189 , Expiry: 14-10-2027**

Sex: Male | Date of birth: 01/01/1993 | Nationality Pakistani | Martial Status: Not Married

PERSONAL PROFILE

An analytically minded person who is available to start work immediately or at short notice. Have an aptitude for administrative/ clerical work, and boasts a long track record of delivering effective results, and meeting tight deadlines. I can not only work successfully in a demanding environment, but also meet the changing demands of any job. Have a natural interest in the way people work, and possesses a superb work performance and attendance record. I'm a self-directed individual who has a vast array of valuable transferable skills that will be immediately beneficial to any employer. Currently looking for a suitable position in exciting company.

WORK EXPERIENCE

| | |
|-----------------------|---|
| (2017 Sep – till now) | Dar Al Salam Typing <u>Position: Visa typist (smart channel) / PRO for immigration, Economic and labour works</u> |
| (2017 jun – 2017 aug) | Sun & Sand travel and tourism , Dubai UAE <u>Postion :Sales</u> |
| (2017 feb – 2017 jun) | Sun & Sand travel and tourism , Dubai UAE <u>Postion : Visa Typist</u> |
| (2016 dec – 2017 feb) | Sun & Sand travel and tourism , Dubai UAE <u>Postion : Customer Representative</u> |
| (2016 jan – 2016 sep) | Candi Lands Foods , Multan Pakistan <u>Position: Sales officer</u> |
| (2014 feb – 2015 dec) | Rasasi perfume , Multan Pakistan <u>Position: Salse Representative</u> |

EDUCATION AND TRAINING ASSOCIATED EXPERIENCE

- September 2013 – June 2015 **Diploma for the bachelor degree part 1st in Commerce**
Sir Syed College of Commerce Affiliated(B.Z univiristy Multan) Pakistan
- September 2009 – June 2011 **Diploma in Commerce (D.com)**
Mulatan College of Commerce Affiliated (Punjab Univiristy lahore) Pakistan
- June 2008 **S.S.L.C**
Govt High School Multan Board Pakistan.

PERSONAL SKILLS

COMPUTER SKILLS;

- | | |
|---------------------|------------------------------|
| ❖ Ms Applications | : Ms Word |
| ❖ Ms Excel | : Internet / E-mail /outlook |
| ❖ Computer Software | : Arabic Typing |

PROFESSIONAL & SOFT SKILLS;

- ❖ Sound abilities to understand organization management.
- ❖ Good people handling skills.
- ❖ Computer literate with the ability to adapt to new systems.
- ❖ Team working skills, presentation skills.
- ❖ Preparation of Project Report / Proposal
- ❖ Create and Manage Database.
- ❖ Participated in the exclusive training & workshops.
- ❖ Having Special ability to handle office matter and customer care.
- ❖ Able to handle Office Matters.

INTERESTS & HOBBIES;

- ❖ Special interest in Computer Software.
- ❖ Reading Book / Newspaper
- ❖ Loneliness Some time.
- ❖ Cricket
- ❖ Badminton
- ❖ Meets New Peoples
- ❖ Visit Historical Places

REFERENCES;

- ❖ Management can be provided if needed.

{SYED TWAQAL ABBAS}