

Muhammad Aftab

Administrator/Safety Officer

Seeking a challenging and worthwhile position where I can grow professionally and enhance my capabilities by working in a dynamic organization that prides itself in giving substantial responsibilities to new talent.



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Post Office, Chak#4 DB, District Mianwali, Sargodha, Mianwali, Pakistan

15 April, 1988

WORK EXPERIENCE

Administration

Administrator/Manager at Ajwa Car Wash L.L.C
Port Saeed area Deira Dubai.

03/2022 - 2028

Working as Administrator/Manager at Ajwa Car Wash L.L.C

Achievements/Tasks

- Management tasks, Hiring Employees, Getting their Visa's
Managing their daily wages, Enroll new cars in a company for wash, Making public relations with the Dubai Community.

Contact : Aftab Asim - +97155271562 / +92300-3968416

Administration/Safety Officer

Administrator/Safety Officer at Niazi VIP
Teaching (200 Bed) Hospital Sargodha.

04/2019 - 2028

Working as Administrator/Safety Officer at Niazi Vip Teaching Hospital Sargodha

Achievements/Tasks

- Pay-List, Duty Roaster, Patient Care, Hospital Maintenance & Management, Stock Inventory, Biomedical Equipment.

Contact : Aftab Asim - +97155271562 / +92300-3968416

Administrator/Safety Officer

Administrator/Safety Officer at Mubarak
Medical Complex Sargodha

2017 - 2019

Working as Administrator/Safety Officer at Mubarak Medical Complex Sargodha

Achievements/Tasks

- Pay-List, Duty Roaster, Patient Care, Hospital Maintenance & Management, Stock Inventory, Biomedical Equipment.

Contact : Aftab Asim - +97155271562 / +92300-3968416

Administrator/Safety Officer

Administrator/Safety Officer at Niazi Vip
Teaching (200 Bed) Hospital Sargodha

2016 - 2017

Working as Administrator/Safety Officer at Niazi Vip Teaching Hospital Sargodha

Achievements/Tasks

- Pay-List, Duty Roaster, Patient Care, Hospital Maintenance & Management, Stock Inventory, Biomedical Equipment.

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Event Organizer

Araiz Advertisement Agency

2016 - Present

Achievements/Tasks

- Seminars, Wedding Events, Musical Nights, Government Events, Tv Shows, Tv Commercials.

Contact: Aftab Asim - +971-521877972

SKILLS

Administration

Computer Skills

Management

Team Leader

Event Organizer

Team Worker

Homeo Doctor

Safety Officer

Dispenser

Ultrasound Technician

Social Activist

CERTIFICATES

Community Action For Disaster Response 1122
(08/2018 - 2018)

Certificate Of Ultrasound Training (2016 - 2016)

Certificate Of Patient Focused Pharmacy Workshop
GSK (2018 - 2018)

Certificate Of Careem Cab 1st Position Winner
Punjab Region (2017 - 2017)

Certificate Of SMC Cardio-con (2017 - 2017)

Certificate Of Tally Medicine University Of Health
Science Lahore (2016 - 2016)

Certificate Of International Nurses Day Conference
(2017 - 2017)

Certificate Of National TB Control Program
(2010 - 2010)

Certificate Of Dengue Focal Person In Sargodha
(2014 - 2028)

Certificate Of Covid-19 Focal Person (2019 - 2028)

Certificate Of Sehat Insaf Card Focal Person For
Mubarik Medical Complex Sargodha (2017 - 2028)

Certificate Of Executive Member Of Private Hospital
Association Sargodha (2010 - 2028)

Certificate Of Participation In Khabardar Morning
With Jugan, Kazim PTV National, Express News

Certificate Of Biodata Entry Operator National
Construction Limited (2006 - 2008)

Driving License (2023 - 2028)

Motor Car, Jeep, Motorcycle

Safety Management (2023 - 2023)

IOash Osha First Aid Fire Safety From Cardiff UK

EDUCATION

Bachelors Of Arts

University Of Sargodha
Sargodha

2012 -2014

FA

Allama Iqbal Open University

2009-2012

Matriculation

BISE Sargodha

2003 - 2005

Homeopathic Doctor

National Counsel For Homeopathy
Islamabad

2014 - 2014

Dispenser

Skill Development Counsel Lahore

2010-2011

INTERESTS

Golf

Tv News

Web Surfing

Music

Cricket

Tv Shows

Motivational Speech's

LANGUAGES

Urdu



Punjabi



English

