

**Muhammad Muneeb**

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**Personal Profile**

An ambitious professional with a passionate drive to achieve any challenge presented with over expected results. Integrates as part of a developing team without hesitation and takes the opportunity to lead teams with strong management skills, developed in both educational and working settings. Interpersonal communication skills are of a very high standard, as displayed and demonstrated through 2 years spent as a Class Representative, negotiating changes and opportunities within senior management forums and committees. Takes pride in organisation skills, both as an individual and through ensuring teams are on schedule with the skills and the equipment required, with the desire to not only develop themselves, but to assist others in their development also.

**Key Skills:**

- Excellent communication • Relationship building • Project Management • Logical Analysis
- Results- oriented • Problem solving • High learning ability • Strong teamwork
- Time management • Eagerness to learn • Analytical skills • Strategic planning
- Practical • Focused approach • Attention to detail • Proven leadership
- Creativity • Entrepreneurial skills • Negotiation Skills • Collaborative

**IT Skills:**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, One-Drive, OneNote, Zoom)
- Google Suite (Google docs, Google sheets, Google Slides, Hangouts, Google Forms)
- Jira Software • HR Locker

**Languages:** • Fluent in English • Hindi • Urdu

**College Projects Completed**

- IT terminology & technology • E- commerce strategy • Organisation culture & structure
- Strategic Management • Analysing monopoly • Evolution of HRM • Google dividend policies
- Operations improvement in companies • Google dividend policies • International economic issues
- International economic issues • Business ethics & sustainability

**Education**

2018 – 2021 [BA \(Hons\) in Business](#) – NFQ level 8, Bachelor's Degree **With 2.1 GPA Results**, [CCT College](#), Dublin

2017 - 2018 International Foundation Programme, [tudublin/](#), Ireland

2014 – 2016 Intermediate of Commerce, [giccl.pk/](#), Lahore

**Work Experience**

**November 2022 – Present**

[Microsoft, Ireland](#) (Payroll Company: Securitas)

**Front Desk Receptionist**

**Responsibilities:**

- Assisted senior management with producing rosters, reports and projects
- Keep maintenance of attendance, holiday records and management of data entry
- Activate and Issue Temporary badges to Visitors and Contractors
- Patrolling on Premises, check the server rooms Temperature and reports any faults if arise

**July 2022 – September 2022**

[Inflight Dublin/](#), Ireland

**Office Administrator****Responsibilities:**

- Helping HR with on boarding new employees
- Assist the Metadata team to develop the content for airlines
- Organize DHL Shipment and ship Ever hub servers to EU and Non EU countries
- Works with implementation team to provisioning the servers
- Quality Check for Hollywood Movies Content
- Assist the Company CEO with Operations progress and inventory Management

**January 2022 – July 2022**

[linkedin/](#), Dublin , Ireland **(Payroll Company: Securitas)**

**Receptionist****Responsibilities:**

- Keep business operations running efficiently and smoothly
- First Point of contact in Office Setting and solve logistical problems that arise
- Supports continuity among work teams by documenting and communicating actions
- Operates telecommunication system and Contributes to team effort by accomplishing related results as needed

**March 2020 – January 2022**

[kennedy security.ie/](#) , Dublin, Ireland

**Executive Secretary****Responsibilities:**

- Finding ways to improve administrative processes
- Prepare and present office budgets, cost analysis and reports within the guidelines of projected forecasts
- Coordinate Office management activities including providing administrative support
- Delegating Duties based on priorities, and ensure staff performance is consistently above-par

**Additional Information**

- Irish Driving Licence & Own Transport • First Aid • Safe Pass Certificate • Manual Handling Qualification

**Other Interests**

- Business & Technology Integration • Financial Advisory • Marketing • Account Management • Procurement
- Digital Marketing • Management • Business Development • Voluntary work • Research & Reading • Football
- Swimming • Sky diving • Driving • Basketball • Travelling

**References on Request**