## FAHEEM IQBAL

Dubai

United Arab Emirates

Employment Visa

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Zawar258@gmail.com

### Objective

Looking for a challenging position of Office Assistant cum Office Boy in a highly competitive environment with a fast growing and dynamic organization offering opportunities to excel by continuously improving professional capabilities through learning , innovative thinking and utilizing my full potential.

### Position

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| --- |
| Office Boy  Driving License in final stage. |

### Education & Computer Skills

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| Matric |

### Work Experience

**TAS Group Oct 2014 to till.**

The summary of my profile is as follows:

* Currently working as Office Boy

As a result of my experience and courses attended during, I have gained experience of the following areas as well:

* Open and close office.
* Clean Office and make tea.
* Greeting Visitors.
* Photo Copy, Scanning and printing.
* Cash cheque, Deposit cash and applying for new check book.
* Purchasing office stationary.
* Calls and emails.
* Assist HR department and Account department.

I’m having good communication, analytical, organizational, team building and people management skills.

### Personal Information

Date of Birth 16 July, 1988

Language English, Urdu

Religion Islam

Nationality Pakistan

Passport No. LH1338822

Reference:

Will be furnished on demand.