

## Abdul Haseeb

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Date of Birth: 05 Feb 1980

Nationality: Indian

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Born and raised in Saudi Arabia, I am an Indian national living in Ireland for the past 15 years, with fluency in English, Arabic, Urdu and Hindi languages, both spoken and written. With a strong focus on client needs, customer service and quick to learn and adapt, I am an enthusiastic, open-minded and flexible person; I have a keen understanding of cultural nuances so I enjoy a diverse working environment and I am always look for opportunities to learn and develop my skills.

### Work Experience

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|---------------------|---|
| Sep 2014 to Date    | Reads Print and Design, Sandyford Office Park, Sandyford, Dublin 18<br>Job title: Printer/Designer<br>Main responsibilities include customer service, advice and plan print processes and printing, finishing, design and layout. I regularly deal with clients from the Middle East and North Africa, and with Irish clients who provide products and services to the Middle East and North African markets. |
| Jan 2013 - Aug 2014 | Dublin Welfare Society, 3 Station Street, Dublin 1<br>Job title: Projects Coordinator<br>Main responsibilities included coordination of the development of the Clongriffin Mosque Project.<br>Other responsibilities include the coordination between the various projects run by the Dublin Welfare Society.   |
| Jan 2009 - Dec 2012 | Irish Muslim Magazine, 17 Synge Street, Dublin 8<br>Job Title: Editor/Publisher<br>Responsibilities included design, edit and publication of the monthly magazine, dealing with a variety of clients from Middle East and Asia.   |
| Jul 2006 - Dec 2008 | Near90fm Radio, Coolock Civic Centre, Coolock, Dublin 13<br>Job Title: Presenter/Producer<br>Part time job included producing and presenting 30 minute radio programme (Islam in Focus) on a weekly basis in addition to producing/editing short documentaries and/or interviews for the radio station.   |

- Apr 2005 - Mar 2006      Islamic Foundation of Ireland, 163 South Circular Road, Dublin 8  
Job Title: Administrator  
Job included administrative work, community liaison and development, translations, events and projects management.
- Jul 2004 - Mar 2005      Rathmines Call@Net, Rathmines Road, Dublin 8  
Job Title: Technical Support/Network Administrator  
Responsibilities included providing tech support, Network and Systems administration and customer service.
- Apr 2001 - June 2004      Four Seasons Hotel, Ballsbridge, Dublin 4  
Job Title: F&B Server  
Responsibilities included Guest food and beverage service

## **Education**

- November 2016      IASSC Certified Green Belt
- May 2004      Diploma in Hotel and Catering Management  
Dublin Institute of Technology, Cathal Burgha Street, Dublin 1
- 1999 - 2001      Year 1 & 2, BA in Hospitality Management  
Thames Valley University - RMI DELHI campus  
New Delhi, India

## **Language Skills**

English, Arabic, Urdu and Hindi (spoken and written)

## **Computer Skills**

- Proficient in MS Word, Excel, Powerpoint, Adobe Photoshop, Illustrator, inDesign.
- Medium level skills in HTML5, CSS, Javascript and Bootstrap.
- Medium level skills in Joomla CMS.

## **References**

References can be provided upon request.