



MOHAMMAD FAROOQ KHALID

ADMINISTRATION & MANAGEMENT

UAE Car License holder
Empolyement Visa 03-2025

CONTACT



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AL-Rigga , Deira Dubai (UAE)



EXPERIENCE

Sales Executive (June 2024 to date)
ICL Finance Consulting, Dubai.

Sales Credit cards & Loans.

Documents Controller
P&L Company DUBAI (Jan-2023 to May-2024)
File documents in physical and digital records. Distribute project-related copies to internal teams. Copy, scan and store documents. manage office activities or events.

Office Assistant
DHQ Hospital Faisalabad, Pakistan.
2009-2022

Maintained Office record, additional charge of vaccination
Supervisor of National Hepatitis Control Program. Assists in establishing and maintaining schedules and sets priorities for the efficient

Assistant Accountant (Revenue Officer)
FS Parking Company – Faisalabad
Pakistan 2015 - 2016

Issue the stock of weekly token books; make weekly Audit reports of used
Token books. Received the cash by Revenue Collector & check Revenue.

About Me

I have perfected my administration work abilities. I am a Capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency. I am progressive-minded and in tune with new developments in my field



EDUCATION

B.I.S.E Faisalabad-Pakistan
Intermediate
(12 years)
2003-2005

Vocational Institute
1- Year IT Diploma



SKILLS SUMMARY

- ✓ Microsoft Office (Word, Excel, PowerPoint)
- ✓ Typing speed 60 WPM
- ✓ Pixel Art

Expertise

- Management Skills
- Communication
- Digital Marketing
- Problem Solving
- Team work
- Leadership
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