



## CONTACT



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AL-Rigga , Deira Dubai (UAE)

## 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

## Expertise

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

# MOHAMMAD FAROOQ KHALID

## ADMINISTRATION & MANAGEMENT

UAE Car License holder  
Empolyement Visa 03-2025



## 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.



## 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