

**NABEEL MUSHTAQ AHMAD**  
**United Arab Emirates (Dubai)**

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### **OBJECTIVES**

To obtain a challenging career in related field with the opportunity of growth in the Organization.

### **PROFESSIONAL SUMMERY**

I have more than fourteen years of experience in areas of office Administration, Management, Accountancy as a PRO, Receptionist, Cashier and Messenger In my job career I proved to be honest and loyal with my responsibilities and established good coordination with the various departments of the companies. By availing an opportunity to work abroad in Multinational Companies.

### **Signature Strengths**

- Punctual and reliable
- Customer Relationship
- Able to react quickly and effectively when dealing
- Good written and verbal communication skills.

### **Career Details**

#### **CUSTOMER DEALING & DRIVER DUBAI**

**(2024 to 2025)**

**(Washr Online Car Wash Services)**

#### **Job ResPonsibilities:**

- **Customer Dealing & Marketing**
- **Making Video & Photos Graphic.**

#### **PERSONAL & FAMILY DRIVER DUBAI**

**(2021 to 2024)**

**(House & Office)**

#### **Job Responsibilities:**

- **Dropping and Picking up children from school.**
- **Purchasing for office, hotel & home.**
- **Buying household goods and picking up and dropping off guests at the airport.**

#### **ASSISTANT PRO (UAE)**

**(2007 to 2021 )**

**(MED K&K Advertising and marketing)**

#### **Job Responsibilities:**

- All kind of Legal Jobs (Immigration, Labour, Media Council & Economic Dept)
- All Banks Job Cheque collection.All outdoor work.

#### **Assistant Supervisor (UAE)**

**(2005 to 2007 )**

**(Brown Bag Online Shopping)**

**Job Responsibilities:**

- Office Administration, management & Cash Handling.
- Customer Dealing & Immigration Handling
- Delivering Order

**Reception & Coordinator (UAE)****(2003 to 2005 )****(Khoory Auto Mobile Service Centre )****Job Responsibilities:**

- Office Administration
- Making Ledger
- Making Statements
- Making Invoices, Making job card & Car accident estimate

**Messenger (UAE)****(1997-1999)****(TCS Express Courier Service )****Job Responsibilities:**

- Pickup Document
- Delivering Document
- Pickup Bank Draft
- Delivering Visa Card

**Educational Qualifications**

- **Graduation**

University of Punjab Lahore

**1991**

- **Intermediate**

Govt Islamia College Civil line

**1989****DESIRTATION**

- Windows Vista/XP/2000 Professional
- Microsoft Office 2007 & 2003
- Internet, Outlook & beginner level trouble shooting.
- Aware of all kinds of windows-based software.

**Personal****Details****Nationality:** PAKISTANI**Date of birth:** Jan 1st 1969**Gender:** Male**Languages Known:** English, Urdu, and Arabic**Visa Status:** Visit Cancelled**Motor Car & Bike (Two) Driving Licence Holding****(U.A.E)** I am expert in locating all area in Dubai.