

To,

**The Human Resources Manager**

With reference to search for employment to your esteemed organization please find enclosed my C.V and detail profile through attachment for your kind review.

I am certified in Computer Office Package & holding Dubai Driving License, as I am trying shape, formulating myself in different environments and trying to get sound knowledge with excellent presentation & interpersonal as well as strong communication skills. Therefore, I look forward for a formal meeting with you and it would be my pleasure to meet you on your convenient time.

Looking for a challenging position in a Dynamic, Sophisticated Organization which can utilize my potential to its full extent and where opportunities exist for the growth of my career and personality. And I am always ready to perform among the best of the best wherever and whenever given an opportunity.

Should you wish to contact me for formal meeting, please feel free to call me on below mention contact numbers.

Looking forward to a positive response from your end.

Yours Sincerely,

**MUHAMMAD UMAR**

Mobile: - 055 450 0123

# CURRICULUM VITAE

## MUHAMMAD UMAR

Mobile: 055 450 0123

Email ID: [umar.hasnain07@gmail.com](mailto:umar.hasnain07@gmail.com) / Skype Name: [live:umar.hasnain07](https://www.skype.com/user/live/umar.hasnain07)



**Application for the Post of: - OFFICE WORK/ MESSENGER.**

### CAREER OBJECTIVE

To work under the well reputed organization and render my skill on challenging environment, Highly motivated and work with team spirit, get fine calibre on the subject and communication. Work with full dedication to the satisfaction towards my employer with most loyalty.

### FIELD EXPERIENCE

- **January 2015 till date** working as Customer services representative of AW Rostamani-Shift Leasing.
- **November 2009 till 2015** worked as workshop Assistant, Office Messenger + Quality controller in AW Rostamani-Shift Leasing.
- **From 27<sup>th</sup> of April 2008 till October 2009** I performed my duty as document control, office messenger & transit + Driver to the Consultant's.
- **From 19 June 2005 till April 25 2008** I was performing my duty as **Imam Masjid** at Jabel Ali Labour Camp of **Bu Haleeba Cont. L.L.C.**

### ACADEMIC QUALIFICATION

- I. Inter mediate from Sargodha **Pakistan** 2001.
- II. Certificate in **Hafiz –e-Quran** from District Board of **Awqaff**, Sargodha, **Pakistan** 2003.
- III. Certificate in Computer (Office Package) from Oasis Institute AL Qusais, Dubai, **UAE**. 2008.

### COMPUTER SKILLS

**Operating System** : MS DOS, MS Office, WINDOW's 98, 2000, XP & Internet Explorer.  
**Drafting** : Photoshop.

### PERSONAL DETAIL'S

Date of birth : 10-01-1986.  
Place of birth : Sargodha, **Pakistan**.  
Marital Status : Married  
Languages known : Arabic, English, Urdu, Hindi, Punjabi  
Driving License (3, 5) : Issued from **Dubai**, #1244074 Issuing Date: 26 Mar 2008,  
Expiry Date: 26 Mar 2023.

### PASSPORT DETAIL'S

Passport No : CC6807083.  
Date & Place of Issue : 14 Jan. 2019, Dubai, **UAE**.  
Date of Expired : 13 Jan. 2029.  
Visa Status : Employment Visa. (Transferable)

**I hereby declare that the above information is true & correct to the best of my knowledge and I would render my service to best of my employer.**

*Muhammad Umar*