



# IMTIAZ MOHAMMAD

## About Me

To secure a job with a reputed company where my skills and talents will be developed and benefit the company while pursuing advancement. Have a proven ability to developed Marketing and sales strategies to achieve and exceed sales goals



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Imtiazmd2022@outlook.com



Umm Al Quwain

## Language

- English
- Arabic (basic)
- Hindi

## Expertise

- Management Skills
- Creativity
- Digital Marketing
- Quality Customer service
- Critical Thinking
- Leadership
- Retail sales
- Data entry

## Experience

### MEKNAS VEHICLE REGISTRATION SERVICES

#### UMM AL QUWAIN

2022 - Until

Car Insurance Agent

- ✓ Interacting with customers who visit branch , explaining the insurance plans and making them to conversation
- ✓ Selling Car Insurance and making them to coversion and business done
- ✓ Act as intermediary between clients and company to ensure effective communication and mutual satisfaction.
- ✓ Provide consistent and reliable customer service to maintain and grow client base.
- ✓ Guide clients through the process of filling insurance form
- ✓ Reporting Every day & Month targets to reporting Manager

### GypsOn Contracting company dubai

June 2022- Sep 2022

AutoCAD Draughtsman

- ✓ Drafting Gypsum Ceiling 2d designs.
- ✓ Drafting shop drawings for the Gypsum Ceilings and Explain to clients about the Ceiling Designs
- ✓ Daily Supervising the site work and check the work being carried out as per the approved designed drawings.
- ✓ Prepare work in progress Report.

### STAR CONSTRUCTION PVT-LTD,

HYDERABAD, INDIA

Feb 2019- Dec 2021

Civil Engineer

- ✓ Prepare 3d models develop preliminary sketches, section, detail, and drawing.
- ✓ Proper management of materials and workmanship, preparing work in progress reports.
- ✓ Prepares and Modifies architectural documents, elevations, section details, etc
- ✓ Civil material identification co ordination for civil items procurement. Overseas building works.
- ✓ Supervise the contract's and Sub contracts day to day site work
- ✓ To do all the site inspections as per approved drawings.
- ✓ site works such as Excavation, trench, backfilling, compaction, Reinforcement and formwork, concreting, checking all anchor bolts, columna marking, footing markings as per specifications.

## Technical Skills

- Microsoft office
- AutoCAD
- Revit Architecture
- Microsoft Excel

✓ Assist engineering designs & layout responsible for doing revision on the site plan.

✓ Designing of villas, commercial buildings based on municipality building rules and regulations.

## Education

**Jawaharlal Nehru Technological university Hyd -India**

Bachelor of Civil Engineering  
2021

**Trinity Junior College Karimnagar-India**

Intermediate -MPC  
2013

## Personal Details

Nationality : Indian  
License : UAE Valid Driving Licence  
Visa Status : Valid Employment Visa  
Visa issued : 02-01-2023  
Visa Validity : 01-01-2025

## Personal Strengths

Good communication and interpersonal skills,

Take up any assignment with

Enthusiasm, ability to learn and adapt to learn fast in any environment. Have high leadership qualities while working in a team.

Ability to handle the clients requirements independently, achieve the targets on time

Maintain cordial relationship with Staff , Superior's and Subordinates

Self Motivated

High energy willing to travel and persistent dedicated and professional attitude approach.

