

Izhar Ul Haq

Dubai UAE

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Objective:

Obtain a position where I can contribute my experience as an office/admin assistant cum driver and/or warehouse worker. I have very good customer service skills. I am a detailed and organized worker. I have always been punctual in my work and relied upon by my employer to guide other staff members. I work well independently or with other staff members.

Experience:

Transgaurd Group LLC, Dubai, U.A.E

Chauffeur Driver (Working with Emirates Air Line)

Duration (28 February 2022 till now)

SAGMA Corp Perfumes & Cosmetics Trading LLC

Duration (Jan 2019 To June 2019) Duties & Responsibilities are given below

- PRO and Driver
- Clearing Goods from Dubai Custom and deliver
- Preparation of documents for visa stamping
- Delivering of goods to clients

Middle East Travel and Tours 04-01-2012 to 10-11-2018

Travel Assistant and Driver

- Attending customer calls
- Preparing Quotations
- Tour guiding services (City tours in UAE)
- Payment collection and follow-up
- 2 Year house Driving Experience

Global Reach LLC, Dubai U.A.E, 26-04-2010 to 04 01-2012

Cargo Assistant, As PRO cum Driver

- Was hired by Company's Manager to continue my work for them as a full time employee.
- Complete Documentation handling for various type of goods for shipment to GCC & Pakistan
- Complete Invoice and Inventory through system for shipments and customers for Global Reach LLC
- Payments collection and follow-up with clients
- Supervising Packing/unpacking, loading/unloading of goods with proper documentations.
- Record keeping for all shipmates with all documentations, Entry to Cargo Village, Airway Bills, Invoices, Vouchers etc...
- PRO duties Immigration work DEWA, ETISALAT etc...
- Handling Petty cash for office expenses and keeping full record with all kind of invoices, cash receipts, immigration work etc.

Professional Skills:

- Admin/Office Assistant , Supervisor skills
- Invoice and inventory skills
- Logistic and Cargo Operations / Procedures
- Complete Documentation and Office Equipment Handling
- Experienced LTV License holder **(From 28.03.2010 To 28.03.2020) Dubai**
- Experienced LTV License holder **(From 28.10.2019 To 27.10.2024) Pakistan**
- PRO duties
- Practical knowledge of computer (Internet, Microsoft office)
- Reading GPS aided road maps and locations
- Operating GDS system (Amadeus)

Academic & Professional Education

- Secondary School Certificate Holder
Board of Intermediate & Secondary Education, Islamabad, Pakistan
- Amadeus Training (Sep 2015) Got from training center Dubai

Personal Detail

1. Name : Izhar Ul Haq
2. Father's Name : Ghulam Mustafa
3. Nationality : Pakistani
4. Place of Birth : Chakwal, Punjab, Pakistan
5. Date of birth : 17-08-1976