



# Muhammad Fahad Arif

Al Barsha 1, Al salam Tower, Dubai, UAE.

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## CAREER OBJECTIVE:

To work for a dynamic and progressive organization, offering simple opportunities for diversified experience and growth, committed to perform quality work by applying professional knowledge and enhancement of professional skills.

## Skills & Proficiencies

- Computer Networking
- Database System SQL /
- Access Microsoft
- Office Ms Windows
- 7.8Photoshop
- Coral Draw

## Personal Information

Date of Birth : 15th December, 1995

Gender : Male

N.I.C. # : 35201-5017183-9

Marital Status :Single

Religion :Islam

Nationality :Pakistani

Visa Status:Employment

## Education

B.S.c Computer Science (2014-2016)

From Punjab University Lahore

I.C.S intermediate (2011-2013)

From B.I.S.E.Lahore

Matriculation2009- 2011

Science From B.I.S.E.Lahore

## Experience

Bike Rider

6 Months

### *OPERATION FALAFEL RESTURANT DUBAI*

- Manage multiple orders, delivery locations, and customers at the same time
- Deliver orders within an optimal period of time, ensuring freshness of food and respect for customer preferences
- Safely operate a vehicle in all types of weather conditions
- Navigate local streets and highways efficiently using GPS
- Communicate clearly with customers and food service employees, demonstrating an eagerness to work through any issues or points of confusion

Office Assistant

2 Year

### *Al Fattah Group*

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.

# Experience

		Referenced
Customer Service Representative	2 Year	Referenced will be furnished on demand
<i>Al-fateh Mall</i>		
<ul style="list-style-type: none"><li>• Knowledgeable about brand and productlineTreat every customer equally and provide excellent customer service no matter what happens</li><li>• Properly follow up with clients and do what ever it takes to make them happy so thattheywill return again!</li><li>• Listen to my customers about what theirneeds are</li><li>• Always be polite and courteous</li></ul>		

# Extra Activities

- Playing Cricket
- Searching Knowledge Music
- Movies

# Bike License Details

License No : 252561  
Issue Country : Ras Al Khaimah, UAE  
Issue Date : 01.11.2022  
Expiry Date: 31.10.2024