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| **Majid Khan Muhammad** |
| **Citizenship : Pakistani ▪ Date of birth : 11 July 1982** |

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| **Contact** |
| **Tel : +971-56-6471333****e-mail : speeder.gtr@gmail.com** |

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| **Address** |
| Al Wasel road Dubai, U.A.E. (P.O. Box 191910)  |

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| **Profile** |
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| **Objective** | I am seeking a position according to my education and experience, (special in managing and customer services). |
| **Availability** | From July 2010,  |

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| **Key Skills** |
| Proficient or familiar with a vast array of programming languages, concepts and technologies, including:

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| Microsoft Word and Exel,2003&2007 | Microsoft office outlook | Survey and landscaping with level machine and total station, and GPRS.  | Hardware and software programming and assembling |
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| **Education** |
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| **1998 to 2000** | **High School Certificate Peshawar, (Science Group)**Government High School No.1, Mardan |
| **2000 to 2002** | **2-years-specialized diploma in associate engineer,** Government Polytechnic Institute, Swat  |

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| **Work Experience** |
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| **Hafit Motor Driving Institute, Dubai-U.A.E.** |  |
| **Office Manager (reporting to management and responsible)** | **March 2002 to May, 2005** |
| * Responsibility of the office and providing the best services to the customer and caring the staff about their requirements and managing the daily over times and monthly salaries reporting;
 |
| **Emirates Advocates**  | **Part-time job** |
| **Recovery (recovery and data entry)** | **May to December, 2000** |
| * Recovery of bounced cheques;
* Conducted with marketing departments about complains and recoveries;
* Data entry after the recovery and reporting;
 |
| **Dubai Driving Center, Dubai** |  |
| **Brach Manager (al qouz area)** | **July 2005 to December, 2008** |
| * Managing Daily schedule about 300 different category of vehicles ;
* Trained the employees; to manage the system and customer requirements and preparing the driving classes with the instructors;
* Managing all the instructors monthly overtimes salaries and leaves;
* Reporting to the management;
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| **Activities and Interests** |
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| **Automobile** | Cars in general, sports cars, and holding U.A.E. Dubai driving License from 2002. |
| **Traveling** | Pakistan, Thailand, Oman, Saudi Arabia. |

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| **Languages** |
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| **Pashto, Urdu** (native) | **English** (fluent, TOEIC 900) | **Arabic** (fluent, TOEIC 900) |

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