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| |  | | --- | | **Majid Khan Muhammad** | | **Citizenship : Pakistani ▪ Date of birth : 11 July 1982** | | |  | | --- | | **Contact** | | **Tel : +971-56-6471333**  **e-mail : speeder.gtr@gmail.com** | |
| |  | | --- | | **Address** | | Al Wasel road Dubai, U.A.E. (P.O. Box 191910) | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | I am seeking a position according to my education and experience, (special in managing and customer services). | | **Availability** | From July 2010, | | | |
| |  | | --- | | **Key Skills** | | Proficient or familiar with a vast array of programming languages, concepts and technologies, including:   |  |  |  |  | | --- | --- | --- | --- | | 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 | |  |  |  |  | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **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 | | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **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; | | | | |
| |  | | --- | | **Activities and Interests** | | |  |  | | --- | --- | | **Automobile** | Cars in general, sports cars, and holding U.A.E. Dubai driving License from 2002. | | **Traveling** | Pakistan, Thailand, Oman, Saudi Arabia. | | | |
| |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Pashto, Urdu** (native) | **English** (fluent, TOEIC 900) | **Arabic** (fluent, TOEIC 900) | | | |
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