

Curriculum Vitae

**MUHAMMAD
ADEEL ZEB**

Personal



Date of Birth
05th October, 1985

Nationality
Pakistani

Contact

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Languages

English and Urdu: Fluent
Pashto: I can speak very well
Hindko: It's my mother language

Education

B.A (Arts) in Law
(2011)

D.A.E (Mechanical)
Technical Board Peshawar
(2005)

SSC (Science)
Abbottabad Board
(2002)

OBJECTIVE

A full time challenging position in a competitive & well known organization where my education and skills in the practical field have profound impact resulting in the growth and productivity of the organization and myself. To engage in a reputable work and the part of a credible and respected institution that can utilize my knowledge and capabilities. While providing growth, personal development and stability that will add to my professionalism and skills as individual including the acquisition of self-confidence to devote my ability in service.

SKILLS AND COMPENTENCIES

- ❖ Excellent English communication skills – oral & written.
- ❖ Proficient in computer application and internet-Microsoft Office(Word, Excel, Power point)
- ❖ High demonstrated ability in customer/technical support services.
- ❖ Having strong organizational, interpersonal and multi-tasking skills.
- ❖ Willing to handle new task & adapt quickly to technical challenges & changing demands in business environment.
- ❖ Faster learner, Good analytical, problem solving skills & can work independently.
- ❖ Team player

WORKING EXPERIENCE:

WORKING AS SUPERVISOR IN AL MADRA RESTAURANT

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job results.
- Conducts training.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Provides quality service by enforcing quality and customer service standards.
- Contributes to team effort by accomplishing related results as needed.

Highlight the possibility for flexible hours, seasonal requirements, or overtime options. It's also a great opportunity to describe any employee benefits that set your company apart, like commissions, profit sharing, or paid time off.

Supervisor Qualifications / Skills:

- Quality management
- Supervision
- Tracking budget expenses
- Safety management
- Staffing
- Delegation
- Performance management
- Organization
- Fostering teamwork
- Self-development
- Giving feedback

**WORKED AS ASSISTANT RECORDS AT SNGPL REGIONAL OFFICE ,
ABBOTTABAD**

- Generating work orders and Final Payment Certificates.
- Assigning fields orders and field programs.
- Managing tasks related to Distribution Developmental activities
- Dispatching and receiving all Distribution Department related documents.
- Drafting and record keeping.

EMIRATES FLIGHT CATERING:-

- Worked as a Customers Service Representative in EKFC Dubai from Feb 2017 to DEC 2018.
- Meal Process- Cooked Meals assembled and packed Meals for storage in either deep frozen trays, also checking of food quality before delivering food.

INVENTORY CONTROLLER AUTO-MOBIL-OIL Abbottabad City, Pakistan

- Maintained store facilities to ensure smooth functioning – Made arrangement & placed orders for new stock &supplies necessary.
- Responsible upkeep of various appropriate records of materials.
- Received the delivers of new equipment & ensured that all the supplies were in proper order – Stored the supplies & items received in their designated place to avoid time waste searching for items & general confusion.
- Issued supplies as per demand of the clients & maintained records of payment.
- Monitored the functioning of store equipment.

COMPUTER SKILLS:

- Hands on Complete Ms-office - Ms word Ms excel Ms power point
- Administration Software

References

Will be provided upon request.

