



## MUHAMMAD ZUBAIR

Al Qouz , Al khail gate 3 Dubai  
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mz854849@gmail.com  
19-08-1994

### SKILLS

- Inspection of all types of stores.
- Inspection procedure and SOPs.
- ISO, BS, BSEN, DEFSTAN, MIL SPECS and All international standards
- All types of inspections related testing and documents.
- Specification library work.
- All types of testing
- Indigenous development work
- Spot purchase work order.
- Ilets (English Language course )
- Microsoft Office Professional include Microsoft Word, Excel
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### EXPERIENCE

2017 - 2022

#### Pakistan Navy

Quality control inspector

- Managerial and Supervision duties of all types of stores
- General administration and office Correspondence
- Deal with audit and audit related correspondence
- Working as inspector to inspect all stores as relevant contracts/ standards
- Accounting, Provisioning/ Procurement forecasting, Storage, preservation, Stocking, Issuing and maintenance of Various Stores
- Maintenance of stores and all type of records
- Procurement of Office Machinery, Stationary, General stores, Technical stores, Spare parts paints & chemicals, Electrical & mechanical Equipments, POL, vehicles and clothing's items.
- Store Management/ Inventory management
- Computer Applications/ Orientations
- Fire Fighting of all Types
- Handling and supervision of Transport
- Formal & Informal letter writing.
- To maintain official documentation.
- Prepare the computerized records of all official data.
- To operate data base on daily basis to keep the record safe.
- To make presentations on Power Point.
- Supplier dealing

2022 - 2023

#### Allied Bank Limited

phone banking officer (Inbound & Outbound)

- Deliver personalized services to customers on various banking products, accounts, loans and different services and enquiries in an effective and efficient manner. Responsible for dealing technical queries related to visa credit cards, debit cards, internet banking and accounts related issues, and branch banking related information to the customers.
- Work as Backup Support/Acting Team leader to handle team issues, Officer's queries, Team training, Information Exchanges between team and TL's.
- Identify cross-sell opportunities during customer interaction and to convert

opportunities if sales to enhance and strengthen customer relation.

- To take daily MIS report for himself and evaluate for improvement with the supervisors.
- To ensure that all customer problems and queries get resolved in the minimum possible time frame (To do online resolution, to log the query in the problem resolution system).

### EDUCATION

2011

#### Govt model high school No 2 Sargodha

matriculation  
1st

2013

#### ILM college for boys Sargodha

Intermediate  
1st

2017

#### University of Sargodha

Graduation  
1st

### STATUS

passport No : DN5093492  
visa status : visit visa