



Waqas Matloob

☎ 0589552623
✉ Waqasmatloob1991@gmail.com
📍 Dubai, UAE

About Me

Passport No : AC0403134
Date of issue : 27 May 2024
Date of expiry : 27 May 2029
Nationality : Pakistani
DOB : 30/01/1992

Skills

- Effective communication
- MS Office
- Creative thinking
- Problem Solving
- Management

Languages

Fluent in Spoken and Written English
Fluent in Spoken and Written Urdu
Fluent in Spoken Hindi and Punjabi

Certification

- Diploma in Computer Basic knowledge(06 Months)
- Diploma in English Language Course(03 Months)

Light vehicle License

License No : 4472266
Place of issue : Dubai
Issue Date : 14/04/2023
Expiry Date : 14/04/2025

Summary

Experienced professional with a background in sales and security, seeking a Sales Assistant position to provide exceptional service and drive results. Skilled in building customer relationships and achieving business goals.

Experience

Professional Security Officer

Transguard Group L.L.C (Dubai,UAE)
(September 2021 - Present)

- Performing job at jetty premises of an oil and gas terminal related with ship and shore transfers.
- Security personnel and premises by inspecting buildings, patrolling property and monitoring cameras.
- Responding immediately to emergencies, remain professional, calm and effective under pressure.
- Reporting and calling to concern departments for any maintenance issue

Sales Assistant

Nesto Hypermarket L.L.C (Sharjah,UAE)
(July 2014 – June 2019)

I worked as a sales assistant in Nesto hypermarket where my duties are:

- Greeting and serving customers as they enter the store.
- Participating in merchandising and inventory management activities.
- Monitoring and replenish inventory levels to ensure product availability.
- Conduct periodic price checks and ensure accurate pricing.
- Collaborating with the sales team to achieve sales targets .

Education

- **2009 – 2011**
| **F.S.C (Indermediate in Arts)**
Rawalpindi Board Pakistan
- **2005 - 2007**
| **Matric**
Rawalpindi Board Pakistan

Reference

- Reference will be provided on demand.