



**OBAID ALTAF**

**IT , SALES,  
COORDINATOR, SUCCESS  
ADVISER, FACILITY  
MAILING, FACILITY  
MANAGEMENT, OFFICE  
ASSISTANT, TEAM  
LEADER**

## **CONTACT INFO**

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Pakistani

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to23/2/2023

## **SKILLS**

MS EXCEL - ADVANCED

TRUBLE SHOOTING -  
ADVANCED

SOCIAL MEDIA MARKETI -  
ADVANCED

## **ABOUT ME**

My self obaid altaf from Pakistan my experience in house keeper since 2 years success adviser ,coordinator ,office assistant,facility management,facility mailing,team leader,special handing,my education is bechlors in mathematics all of my educational documents are attested from uae embassy. Please give me a chance so that i can show my abilities right now i am on vist in UAE available for all UAE states. Thank you! Regards..

## **EXPERIENCE**

### **SEARL**

2020 – 2021

### **HR**

deal with attendance and salary

### **TEAM LEADER**

2020 – 2021

### **MTBC**

working as team leader at MTBC BAGH BRANCH and my responsibilities to lead all staff those are under me and checking billing insurance documents that are finally made by my team.

### **EXCILAIARO CALL CENTRE**

2019 – 2020

### **SUCCESS ADVISOR**

In call centre my responsibilities are to advise new Recurutaed members who are new originizations. and check out all the documents of new staff members.

### **NOBLE AND**

### **FACILITY MAILING**

## **COLLEGE**

2018 – 2019

In this institute my responsibilities to serve as admin where i have to give quick response on every mail and assist parents.

## **PEARL CONTINENTAL HOTAL MUZAFARABAD**

2017 – 2018

## **FACILITY MANAGEMENT**

In PC HOTAL my duties are to check the all records of the rooms and their keys are alot rooms to customers at any time when they want are check out all the cleaning process thorough out the hotal.

## **EDUCATION**

### **HIGH SCHOOL DHMANI**

2013 – 2015

### **METRIC**

### **NOBLE SCHOOL AND COLLEGE**

2015 – 2018

### **SECONDARY (12TH)**

### **UNIVERSITY OF POOCH**

2018 – 2023

### **BECHLORS OF SCIENCE IN MATHEMATICS**

### **FOUJI FOUNDATION COMPUTER DIPLOMA**

2018 – 2018