



OBAID ALTAF

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

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Pakistani

Dubai jabal ali
pasboard#
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validity
23/02/223
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 HOTEL MUZAFARABAD

2017 – 2018

FACILITY MANAGEMENT

In PC HOTEL 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 hotel.

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