**Muhammad Kaleem** 

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**Mob: +971554660919**

**Apply for Valet Parking Job**

**Objective:**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. To pursue a career in a progressive organization, through which I can enhance my skills and get the opportunity to prove my capabilities and be a contributor to the growth of the organization.

**Strengths, Skills and Abilities:**

* Reliable and safety-oriented off with 4 year hands-on experience in light and heavy vehicle driving.
* Committed to ensure the safety of passengers, merchandise and vehicle.
* Excellent communicator who responds quickly in emergency situations.
* Proven ability to read maps and use GPS systems.
* Familiar with routes, locations and addresses in and around city.
* Able to perform minor repairs of all kinds of vehicle.
* Demonstrated ability to keep the vehicle clean.

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| **Employment Recital** |
| **HITECH CONCRETE PRODUCTS LLC ABU DHABI**   * Prepare and mail out invoices daily. * Organize and track purchase orders. * Assist with processing payments. * Handle delivery queries. * Liaise with customers and suppliers. * Create and maintain customer databases. * Prepare correspondence, memos and quotes. * Send out email marketing campaign. * Followed maps to deliver the merchandise. * Prepare the staff attendance sheet day by day.   Obtained valid signature on delivery documents.  **Hello Day Cleaning - Dubai** |

**Worked as an office Assistant/Timekeeper Job. Profile**

* Prepare and mail out invoices daily.
* Organize and track purchase orders.
* Assist with processing payments.
* Handle delivery queries.
* Liaise with customers and suppliers.
* Create and maintain customer databases.
* Prepare correspondence, memos and quotes.
* Send out email marketing campaign.
* Followed maps to deliver the merchandise.
* Prepare the staff attendance sheet day by day.
* Obtained valid signature on delivery documents.

**Compart Auto Auction: 2015 June to 2017 Dubai**

**Worked as a Office Assistant**

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

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| **Skills** |

* Able to work individually and as a team.
* Hard working committed and result oriented capable of working independently.
* An accommodative attitude blended with a keen sense of responsibility and willing to learn.
* Effective organizational skills with planning, coordinating and leadership and controlling capabilities.

➢ Able to work under pressure with minimum supervision.

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| **Professional Qualification, Internship & Training:** |

**Matric** Board of Intermediate Secondary Education, Lahore in 2007

**Personal Vitae**

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| **Interests** | **:** | **Bike trips, Car drive, Sports, Surfing net.** |  |  |
| **Gender** | **:** | **Male** |  |  |
| **Marital Status** | **:** | **Married** |  |  |
| **Date of Birth** | **:** | **5th June 1993** |  |  |

**Language Proficiency: English, Urdu, (Arabic listening)**

**Father Name : Saleem Khan**

**Visa : Employment Visa**

**U.A.E Driving License: Expiry on date 16 January 2026**

**Nationality : Pakistan**

**DECLARATION: I do hereby declare that the above mentioned information’s are correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.**