



NASIR IQBAL

PROFILE

I am excited to have the opportunity to introduce myself to you. Throughout my professional and industry conferences. I am confident that my combination of loyalty, commitment, dedication and my passion of delivering my 100% makes me a valuable asset to any organization.

I am eager to contribute my knowledge, experience, and enthusiasm to your Respective Organization and looking forward to the opportunity to discuss how we can work together to achieve mutual success

CONTACT

+971 55 558 2764
nasirhawaja4@gmail.com

Language

English
Urdu
Punjabi

EDUCATION

Intermediate

(Inter of Arts)

Allama Iqbal Open Universty.

Matriculation

(Matric –Science)

Board of Gujranwala Pakistan

WORK EXPERIENCE

- **Operations Agent** UPS (United Parcel Services)
(June 2020 to may 2023)
 - Responsible for operations management.
 - Responsible for delivery and pickup of the consignment.
 - Responsible for making all the documentations required to move the consignments.
 - Responsible for record and customer management.
 - Direct dealing with customers.
 - Dealing with customer's issues, and resolving those errors.
 - Responsible for fulfilling customer's needs.
- **Front Desk Officer (FDO)** Hotel Javson Sialkot
(November 2017 to march 2020)
 - Answers phone calls courteously
 - Guides guests and issues guest badges
 - Handles client complaints
 - Files documents
 - Maintains schedules
 - Plans business travel
 - Refills office supplies
 - Receives deliveries
 - Responds to customer inquiries
- **Front Desk Officer (FDO)** Jaharah Advertising Company
(April 2016 se October 2017) Kingdom of saudi arabia.
 - Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
 - Answering screening and forwarding incoming phone calls
 - Receiving and sorting daily mail
- **Branch Sales Manager** Islamic Honny Center Sialkot
(Jan 2014 se Feb 2016)
 - Responsible for branch operations.
 - Responsible for sales and customer management.
 - Responsible for accounts and cash management.
 - Responsible for marketing / PR.

SKILLS

Strong Analytical and interpersonal skills.
Negations skills.
Computer Operating
Professional skills in MS Office.
Faster Learner