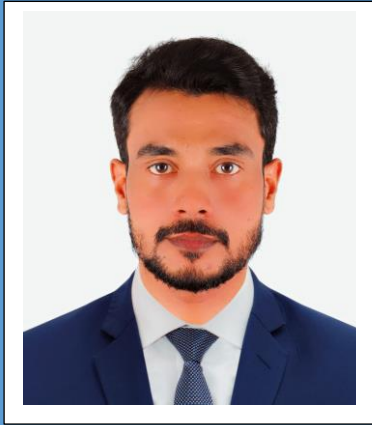


# RESUME



## FAIZAN SHABBIR

Mobile: +971563273817

Email: Faizanshabbir422@gmail.com

### PERSONAL INFORMATION

- Father Name: shabbir hussain
- Nationality : Pakistan
- Date of birth : 08/12/1986
- Gender : Male
- Marital Status : Single
- Language: English,hindi
- Religion : Muslim
- Present Address:  
Karama,Bur Dubai UAE

### PASSPORT DETAILS

Passport No:BD5139494

Date of Issue: 23 MAY 2023

Date of expiry: 21 MAY 2033

Place of issue: Pakistan

Visa status: EMPLOYMENT VISA

### EDUCATIONAL ATTAINMENT

Government College Jhelum

Degree S.S.C.Metric and

Computer Science

March/2001 to Febuary/2003

## OBJECTIVES

Suitable position with an A organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

- ✓ To work & flexible to work in long hours
- ✓ Maintain hygiene & sanitation in kitchen.
- ✓ Hard working & good communication skills
- ✓ Basic food hygiene trained Dubai UAE

## PROFESSIONAL EXPERIENCES

### Administrator

Khaksar Typing and Photocopying Services (1 year)

Full Circle Events Managements (9 months)

### Office Boy

- Serve Tea and Coffee to Staff and office Visitor
- Clean office kitchen on daily basis
- Responsible for disposal of trash, waste, and other disposable material
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Damp dust furniture, light fixtures, window and bathrooms daily
- Activeness, Attentiveness and a responsible attitude.
- Handling electronic files and papers
- Maintains the cleanliness of the office premises and kitchen.

### Technical Skills

- Having 2years of experience in the oil and gas field of mechanical Dept.
- Having 2years of experience in the factory for mechanical Dept.
- Worked in workshop during shutdown.im familiar with various maintenance activities.
- I have maintained housekeeping and observance of safety rules and safe working practice.

## JOB RESPONSIBILITIES

### Management Skills

- At present working with Global Emirates services LLC in (Adnoc Bab) since November 2015.
- Work with Coca cola factory in Pakistan as a mechanical fitter in 2004- 2005

### Store keeper

Mar/2015- Present

Company Name: At present working with Global Emirates services LLC in (Adnoc Bab) since November 2015.

Monitor and take inventory on regular basis to compile orders based on par levels or needs.

Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.

Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.

Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.

## DECLARATION

I, hereby declare that the facts given in resume are correct to best of my Knowledge and belief.

Faizan Shabbir