



AQEEL MUHAMMAD

PERSONAL PROFILE

- Dubai, UAE.
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- maqeelkhan832@gmail.com
- 2nd March, 1988

EDUCATION

2011 To 2014

Bachelor's in Social Sciences

University of Karachi

CERTIFICATION

IELTS (2012)

Preparation

EXPERTISE

- MS Office
- Hardware
- Graphics
- Internet

LANGUAGES

Urdu • • • • •

Native

English • • • • •

Proficient

Hindi • • • • •

Proficient

OBJECTIVES

Highly motivated and responsible business professional with the ability to complete and oversee projects independently.

EXPERIENCE

Front Desk Receptionist

• Jan 2022 - Present

Emrill Services LLC, Dubai

Responsibilities:

- Analyse data of new owner and tourist.
- Provide access of finger print and make cards available.
- Ensure that all major and minor apartment issues are resolved.
- Greetings guests and visitors.
- Customer satisfaction is out top priority being the representative of Emrill.
- Maintain records using proficient systems.
- Prepare a computer-based presentation.
- Maintain a high level of customer satisfaction.

HR Assistant

• May 2017 – Dec 2021

Kolachee International, Pakistan

Responsibilities:

- Collect the data of new candidates of hiring process.
- Prepare criteria for short listed/ also manage the internal jobs.
- Maintain the data and short listed as per decided policy of hiring process.
- Conduct and checking process of written, oral and computer test.
- Process necessary approval as per policy for exceptional cases.
- Process joining as per vacant, pool and replacement slot's staff and information to line manager & HR coordinator.
- Coordinate with HR coordinators for joining & other issues.
- Handle medical health policies and life of employees.
- Documentation correspondence through all types of communication.

SKILLS

- Critical thinking
- Flexibility
- Leadership skills
- Time management
- Active listening
- Data entry
- Mail management
- Business phone answering
- Multitasking expert
- Problem solving
- Ability to work under pressure
- Attention to detail
- Customer service
- Detailed oriented
- Communication Skills
- Administrative Support
- Interpersonal Skills
- Human Resources Experience
- Administrative Assistance
- Front Office
- Telephone Reception
- Administration
- Receptionist duties
- Office administration
- Documentation

HR Assistant & Office Coordinator

• Dec 2012 – Mar 2017

Dada Bhoy Group of Industries, Pakistan

Responsibilities:

- To prepare minutes sheets, Visit report.
- Daily report, table charts.
- Prepare computerized presentations.
- Collect the data of new candidates of hiring process.
- Design the criteria for short listed / also manage the internal jobs.
- Conduct and checking process of written, oral and computer test.
- Process the necessary approval as per policy for exceptional cases.
- Process joining as per vacant, pool and replacement slot's staff and information to line manager & HR coordinator.
- Handle medical health policies and life of employees.
- Documentation correspondence through all types of communication

Sales Executive

• Nov 2010 – Oct 2012

Ideal Enterprises

Responsibilities:

- Daily liabilities indoor sales and Sales promotion.
- To prepare daily reports, including sales and stock reports.
- To motivate customers with good business and marketing skills.
- Documentation with correspondence through E - mail, Fax, Print media.
- To full fill all customer needs and demands being the representative of LG. Monthly target achieving assigned and set by company.
- Give good satisfactions to their query with favorable answer.
- Daily report to sales department about sales, stock and customer needs. Meet with regional sales manager to discuss the technical problems.

Sales Promotor

• Feb 2008 – Apr 2010

NIB BANK

Responsibilities:

- Daily liabilities indoor sales and Sales promotion.
- To motivate customers with good business and marketing skills.
- Documentation with correspondence through E - mail, Fax, Print media.
- To full fill all customer needs and demands being the representative of NIB.
- Monthly target achieving assigned and set by company.
- Excellent satisfactions to their query with favorable answer.