

AQIB BASHARAT

PUBLIC RELATIONS OFFICER



CONTACT DETAILS :

MOBILE NO: +971 52 649 7295

EMAIL ID: aqibbasharat34@gmail.com

PERSONAL INFORMATION :

- Nationality : Pakistan
- Martial Status : Single
- Gender : Male
- Date Of Birth : 15, December 1999

Languages known:

- English, Urdu, Punjabi, Hindi

EDUCATION BACKGROUND :

- M.A English (Continue)
- Bachelor's Degree

SKILLS :

- Communication Skills
- Multi Tasking
- Social Skills
- Organization
- Problem Solving Skills
- Empathy
- Teamwork

VISA STATUS :

- Employment Visa

Additional Skills

- MS Word
- MS Excel
- Salary Sheets
- Data Entry
- Data Management
- Computer Skills
- Typing Speed 50+

CURRICULUM VITAE

CASHIER, OFFICE ASSISTANT, DATA ENTRY

OBJECTIVE :

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

WORK EXPERIENCE :

- Company : Altfaseer Documents Clearing
- Position : Public Relations Officer
- Place : Deira , Dubai
- Duration : 2 Years

- Company : Al Manama Supermarket
- Position : Cashier
- Place : Deira , Dubai
- Duration : 1 Year

- Company : Day & Night Restaurant
- Position : Waiter
- Place : Deira , Dubai
- Duration : 1 Year

- Company : Neon Events Management
- Position : Data Entry Person
- Place : Deira , Dubai
- Duration : 6 Months

Duties And Responsibilities :

- To process and cancel of employment visas.
- To keep organization or company legal in DED and other Government Departments.
- Make good connections with clients and customers.
- Keep records about organization and customer's documents.
- Manage time and work under pressure.

Declaration :

The truthfulness of the details furnished above is assured to the best of my knowledge and belief.

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