

Fazal Subhan

Present Address: Kalba Sharjah UAE

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Objective:

- To work with an organization, where I can put my ideas.
- To learn more, and improve the quality of my work
- To be able to work in a team and achieve group goals and at the same time to acquire newer and sophisticated skills.
- Self-starter with the ability to analyze business operations and recommend strategies to improve performance, maintain professionalism at all times and use discretion when handling confidential data.

Academic Qualification:

Masters:

- Master of Business Administration **Major HR**
From Muhammad Ali Jinnah University Islamabad.

Bachelors:

- Bachelor of Commerce from Punjab University

Experience:

1. ***Magic Choice Amenities Management:***

| | |
|----------------|---|
| Nature of Job: | Full Time |
| From: | 04 th March 2022 till up to date |
| Position: | Security Officer |

- Inspect and patrol premises regularly.
- Monitor property entrance.

- Authorize entrance of people and vehicles.
- Report any suspicious behaviors and happenings.
- Secure all exits, doors, and windows.

2. Skyline Travels Pvt Ltd Karachi:

Nature of Job: Full Time job

From: 18th Apr 2016 till 2nd Jan 2021

Position: **Reservation Executive**

- Booking & Reservation of all Airlines Ticketing, Domestic & Internationally
- Prepare Insurance Policy.
- Post issued & Refund tickets in a Software.
- Prepare Receivable & Payable voucher in software.

3. Zong Communication Company, Kharian

Nature of Job: Full Time job

From: 01st, Sep14 up to August 2015

Position: **Finance Manager**

- *To prepare sale report on daily basis and monthly bases.*
- *Keeping records of stock i.e., stock on hands and stock with our dealers.*
- *Preparation of cash book.*
- *Arrangement of Meeting and workshop.*
- *To coordinate with the administration in pay fixation and remuneration package for the employees.*
- *To coordinate relationship among the employees for the better environment.*

Skills:

- Ability to interact with a broad range of clients, from a variety of cultural and ethnic backgrounds.
- A rapid learner and always look forward from additional responsibility and growth.

- Reliable, Punctual, Precise and flexible pleasant personality.
- Ability to achieve target on time under pleasure and can work well, independent and in a team.

Computer Courses:

- *Good knowledge for Computer, Extensive use of MS Office as a tool for designing of assignment reports. General correspondence and Presentation working under windows environment.*

Personal Information:

- Father Name: Nadir Khan
- Date of Birth: 12-02-1986
- Nationality: Pakistan
- Religious: Islam
- Marital Status: Married
- Passport Number: AV5041283
- Emirates ID: 784-1986=6761647-2
- **Languages:** Fluent in writing & Speaking English, Urdu & Pashto.