

CURRICULUM VITAE

Muhammad Fahad Muhammad Iqbal
P.O.BOX NO. 77704, DUBAI. (UAE)
Cell : +971 55 1182332

Personal Information:-

Name : MUHAMMAHD FAHAD MUHAMMAD IQBAL
Date of Birth : 10th Oct 1991

Sex : Male

Age : 28
Nationality : Pakistani

Marital Status : Married.

Languages Known : English, Arabic and Urdu

Hobbies : Football, Swimming, Horse-riding, Traveling, indoor games.

Educational Qualification:-

Arab Unity School 07 class - Grade 8

Al Khaleej National School 08 class- Grade 9

Private Institute 2009 - IGCSE, O LEVEL

Flight Dispatch 2014 - Emirates Aviation College

Jaipur national university 2018 - BBA

Work Experience:-

Dnata Dubai, UAE 2015 to 2020

Customer Service Agent:

Responded promptly and answered/resolved customer inquiries and complaints.
Investigated and resolved service issues and/or product problems.
Performed customer verification and processed applications and requests.

Worked with administration: forwarded requests and unresolved issues to the designated resource by communicating and coordinating with internal departments.
Kept records of customer interactions and actions taken, including – comments, inquiries and complaints.
Learned about products and services and kept up to date with changes.
Excellent communication skills which help a great deal while handling daily correspondence.

FMI Technology L.L.C Dubai, UAE 2012 to 2015

Office Manager:

Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager.

Excel in resolving employer challenges with innovative solutions, customer satisfaction and the bottom line.

Offer advanced computer skills in MS Office Suite and other applications/systems.

Key Skills

Office Management Teambuilding & Supervision Staff Development & Training Records Management	Report & Document Preparation Spreadsheet & Database Creation Bookkeeping & Payroll
---	---

Contact Address:-

Nad al-Hamar
Dubai, UAE.
Contact no: +971 55 1182332
E-mail : Mo_fahad91@hotmail.com