



## ***Mr. LUQMAN SHABBIR S/O SHABBIR HUSSAIN***

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**Mob No: +971 56-8106601**

**Email: [luqman6601@gmail.com](mailto:luqman6601@gmail.com)**

**Current Address: Sharjah –UAE**

### **OBJECTIVE**

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To get the opportunity to work and contribute to the success of a dynamic Organization with upward mobility that utilizes my communication, interpersonal and organizations skills in either an international or domestic's environment.

### **PROFESSIONAL EXPERIENCE:-**

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**Current:**

- (i) **Organization: Hilal Al Muhairi Business Men Services And Typing center industrial area #6 Sharjah (UAE)**

**Tenure: April-2020 to June-2022**

**Designation: Accountant and Computer Operator**

**Responsibilities:- Data Typist and Office Management**

- All kind of Data typing including ICA,GDRFA,MOI,MOHRE,RTA,EVG and etc. All states of UAE visa entry typing for new employees VISAS, cancellations, and Absconding cases.
- Knowledgeable of Quota and timely processing of the Tasheel system.
- Medical Typing, Emirates ID.
- GDRFA procedures.
- Nooqoodi and E-vison.
- All kind of Vehicle Typing services.
- Maintain and update PRO & Visa budget.
- I have good knowledge of Pakistani Passport and CNIC Renewal
- Assign the task to Visa typist and PRO,
- Maintain Cash and facilitate customer.
- English Typing Speed 35 to 45wps.
- Urdu and Arabic Normal typing.
- Management of department in relation to visa type and documents controller in office.
- Management of data typing and perform duties according to requirements of customer.

- (ii) **Organization: Student Point Photocopy and Stationary Tr (Pakistan)**

**Tenure: February, 2018 Dec, 2019**

**Designations: Computer Operator**

**Responsibilities:-**

- Responsible for all typing services and photocopy

- Responsible for selling Stationary products.
- Keeping track of clients and sharing with them the latest offers.
- Maintain Cash and facilitate customer.
- Develop and maintain manual and computer filing system and ensure that the files are properly named, catalogued and access is available.

## **QUALIFICATION:**

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- **BCS (Bachelor of Computer Science)**
- **I.C.S (Intermediate of Computer Science)**
- **6 Months Computer Professional Courses**

## **PERSONAL INFORMATION**

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Nationality : Pakistani  
Date of Birth : 08-april-1996  
Gender : Male  
Religion : ISLAM  
Marital Status : Single  
Languages : Hindi,Urdu,English

## **PASSPORT AND VISA DETAILS:-**

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Visa Status : Employment Visa  
Passport No : CT5135621  
Passport Issue Date : 01-Nov-2018  
Passport Expiry Date : 31-Oct-2023

## **COMMUNICATION & INTERPERSONAL SKILLS:**

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- Excellent Communication with Proven negotiation skills.
- Professionally equipped with retail selling skills both on & off floor
- Having a profound ability to handle retail problem analyzing the situation and providing the solution.
- Outstanding command over verbal and nonverbal communicative & interpersonal skills.
- Equipped with profound knowledge relating to computer based teaching.
- Familiar with official correspondence at various levels.
- Accuracy with excellent attention to detail. Exceptional customer service skills.. Good mathematical knowledge.
- Ability to operate various electronic equipment such as calculators.
- Basic accounting knowledge of Marketing.
- A creative and enthusiastic approach both in and out of classroom.

## Computer Skills:

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**(I) Microsoft Office version (2007 to2019)**

MS Word, MS Excel, MS Power Point, MS Outlook, MS Excess Database Administration, & Networking

**(II) Adobe Photoshop 7.0,Auto Cad 2019**

Business Card, Business Advertisement on Social Media, Graphic Designing & Architecture 2d, 3d and 3d

**(III) Software Installation**

Software installation (Windows all versions, Drivers etc )

**(IV) Amazon & BlogSpot Website Designer**

Digital/Telesales Marketing.

**(V) Tally ERP 9 For Accounting & POS (point of sale)**

**DECLARATION:-**

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*The above mentioned C.V.is true and clear reflection of my ability and experience.*

Sign by Mr.LUQMAN SHABBIR:-

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a small star-like mark at the top right.