

# Abdul Samad Farooq

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Mobile: +971-521080081

Current Address: Dubai, UAE

Visa Status: Residence Visa

LinkedIn URL: <https://www.linkedin.com/in/abdul-samad-farooq-4947a0235>



## Objective

Self-motivated Administrative professional with excellent multi-tasking abilities to work in a team and build relationships to drive organization objectives. I am a challenge driven person and looking for an opportunity to thrive in a challenging environment.

## Professional experience

### ➤ **ECO DRIVE DRIVING INSTITUTE (UAE)** **Feb 23 - Present**

- ❖ Working In Customer Service Dept. as a Floor Coordinator.
  - ✓ Also provided customer services as an inbound Call Centre agent.
  - ✓ Lead Recovery Dept. and accomplished recovery tasks as ongoing projects.
  - ✓ Lead Training And Learning Dept. for newly hired staff members.
  - ✓ Branch handling as a Customer Service Representative and achieved Sales targets.
  - ✓ Currently providing best Customer Services as a Floor Coordinator along with the team of CSRs.
  - ✓ Other Special Assignments assigned by the Management.

### ➤ **UNITY FOODS LIMITED** **July 20 – Jan 23**

- ❖ Working as an Asst. Manager Administration.
  - ✓ Procurement.
  - ✓ Facilitation Management.
  - ✓ Event Management.
  - ✓ Asset Management.
  - ✓ Fleet Management.
  - ✓ Vehicle Maintenance.
  - ✓ Janitorial, House Keeping & Security Staff Management.
  - ✓ Government Department Interactions.
  - ✓ Petty Cash Management.
  - ✓ Vendor Payments.
  - ✓ Building Repair Maintenance.

- ✓ Other Special Assignments.

➤ **FOUNDATION PUBLIC SCHOOL** **Aug 14 – Jan 20**

- ❖ Worked as an Office Manager in Administration.
  - ✓ Inhouse Purchases.
  - ✓ Parent Teacher Facilitation Management.
  - ✓ Inventory Store Management.
  - ✓ Fee Challan Issuance/Fee Recovery.
  - ✓ Branch Staff Payroll Management.
  - ✓ Janitorial, House Keeping & Security Staff Management.
  - ✓ Building Repair Maintenance.
  - ✓ Outdoor Routine Duties.
  - ✓ Other Assignments.

➤ **BANK AL HABIB LIMITED** **Aug 11 – Jan 14**

- ❖ Worked in Branch Operations as an Account Opening Officer (Sub Officer).
  - ✓ Account Opening / Account Closing.
  - ✓ Dormant Activation.
  - ✓ Stop Payments.
  - ✓ Cheque Book Issuance / Cancellation.
  - ✓ ATM Debit Card Issuance / Cancellation.

➤ **BONYAD DEVELOPERS (UAE)** **Dec 07 – Feb 08**

- ❖ Worked in Real Estate as a Sales & Marketing Officer In Dubai for 3 Months.

➤ **NATIONAL BANK OF PAKISTAN** **June - 07**

- ❖ Completed 6 weeks Internship in General Banking.

➤ **MANAGEMENT SCIENCES (MS)**

- ❖ MS in Management Sciences from KASBIT is ongoing.

➤ **MASTERS IN BUSINESS ADMINISTRATION (MBA)**

- ❖ Master's in Business Administration in Marketing from KASBIT.

**Education**

## **Computer Skills**

### ➤ **WINDOWS**

- ❖ Have a vast knowledge of operating system.

### ➤ **MS.OFFICE**

- ❖ Can maintain Excel work sheets, Word documents, Power Point and Outlook Express correspondence.

### ➤ **GRAPHICS DESIGNING**

- ❖ Can moderate & generate any still images, portraits, banners and pictures with special effects by Adobe Photoshop.

## **Interest and Activities**

- ✓ Reading.
- ✓ Surfing knowledgeable websites.
- ✓ Story Writing.
- ✓ Content Writing.
- ✓ Bike Riding.
- ✓ Traveling and adventure explorer.
- ✓ Gardening and plantation.

## **Personal Information**

Father's Name:	M. Farooq Padela
Nationality:	Pakistani
Religion:	Islam
DOB:	6 <sup>th</sup> June ,1986
Marital Status:	Single
Visa Status:	UAE Residence Visa