



FAROOQ ASHRAF

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03/12/1982

SKILLS

- MS-Word, MS-Excel, Outlook Email coordination, Sap Software
- Special skills
Certified from National Security institute (NSI) Abu Dhabi
Certified in English language from NUML University .(IELTS)
Certification of OCAT. (Paktel Telecom)

ADDITIONAL INFORMATION

Currently i am on visit visa and available for interview/joining

EXPERIENCE

05 July 2018 - 5 Dec 2021

Muller&Phips

Branch Manager

From July 2018 to today I am working as Branch manager in m&p logistics at Kharian. As branch manager my core responsibilities are

Ensure implementation and monitoring of all operational KPIs and SOPs.

Handling operational matters.

Timely and efficient deliveries.

Sales and marketing.

Customer services.

Ensure close coordination with area office team.

Team work with leadership.

Recovery of invoice billing

Sales target achievement

June 2009 - June 2018

Star Security Services

Security Supervisor

Worked in Star Security Services Abu Dhabi UAE, since June 2009 to 2018, I have served on different locations, during the period. My experience was as

CCTV operator.

Control room operator.

BMS controller, Shift supervisor.

Since April 2012 to December 2017, I served for ADNOC at Ruwais housing complex at Security Reception Office.

My responsibilities in this job are

- To keep communication between all access controls
- Radio communication
- Emergency response
- Residents inquiries and complaints.
- To keep the safety and security of the client assets, property and information
- To help the police to make a safe society for citizens

March 2007 - Nov 2008

Mcb Bank Ltd (Pakistan)

Verification Officer

Job Description:

Physical Verification of Loan Applications.

Supervision of other Verification Officers.

Verification of Business or Residential address of Applicant/Co-Signer/Guarantors.

Preparation of MIS for conducting Verification.

Coordination with risk Division to facilitate Decision Making.

Dec 2004 - Feb 2007

TCS PVT LTD (Pakistan)

Operation Officer

I served in TCS Pvt Ltd. A leading courier company in Pakistan, as Operations Officer at Jhelum station.

My responsibilities were to.

Standardization / maintenance of operation channel.

Fuel cost control/by preparing travel routes for the drivers to minimize the distance.

Manage all associated transportation costs as per given budget.

Complaints handling.

Timely working to ensure timely delivery of the shipments.

Manifestation process of shipments and updating it in the system.

Staff management.

Monitoring customer services department for better customer services.

To achieve company goals.

Email coordination and reporting with management and other branches.

To be voice of company in front of people and voice of people in front of company.

**Jan2004 - Nov
2004**

Paktel ltd (pakistan)

Assistant Sales Coordinator

My main responsibilities were.

Check on sales.

Check on franchise.

Coordination with regional sales coordinator.

Auditing of franchises.

Data entry and recovery of pending files.

EDUCATION

2004

University of Punjab

Graduate