



# MUHAMMAD ARAFAT

## PROFESSIONAL PROFILE

High-energy Supervisor successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns as well as contributing new ideas that drive company growth. Organized and diligent with excellent written, oral, and interpersonal communication skills.

## PERSONAL DETAILS

- **Date of Birth** : 14 - June - 1986
- **Marital Status**: Married
- **Driving License**: (A) Light Vehicle
- **Nationality**: Pakistani

## ACCOMPLISHMENTS:

- Awarded Counselor of the year in 1st year of service in July 2015.
- Promoted as Assistant Manager in August 2015.
- Promoted as Center Manager in January 2016.
- Appreciation from Pakistan Ministry of Broadcasting for working against of Child Labor.
- Completed Diploma In Information Technology.

## COMPETENCIES

- Good communication skills.
- Skilled in working with the MS Office Suite and E-portals.
- Team Leader

## PROJECTS:

- ADIDAS
- BATH & BODY
- FENTY SKIN
- TIKTOK
- YOUTUBE
- PHILIPS/AVENT
- OPPO
- SEPHORA
- many more events & Exhibitions

## CONTACT DETAILS:

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M.ARAFATABRO@GMAIL.COM  
APARTMENT 1612, PALACE TOWER  
2. DUBAI SILICON OASIS.

## CAREER HISTORY

### Supervisor

FootPrint LLC | Feb 2020 - January 2022

- Assist in production/Fabrication.
- Supervising sites.
- Purchasings.
- Coordinating with Clients & Account Managers for installations.
- Following up for site approvals & fulfilling the requirements.
- Managing logistics for sites.

### Center Manager

Aptech Education Pakistan | 2014-2019

- Assist students in all aspects of center services
- Prepare Employment contracts & New hire guides
- Providing relevant employee details to payroll department.
- Update internal employee database
- Hiring, Training and evaluating employees
- Supervising day to day operations & staff members

### Sales Executive

Ajooba Stationery & Gifts LLC Dubai | 2013-2014

- Organizing inventory & managing Transportation
- Stock taking & new implementations
- Visiting existing clients to oversee the merchandise.
- Proactively pursue new business opportunities

## EDUCATION

### SINDH UNIVERSITY

MBA (HUMAN RESOURCE)  
2017 - RESULT PENDING

### SINDH UNIVERSITY

M.A (ENGLISH)  
2006 - 2008