



ADRESS#1

Musaddiq Masood Abbasi

H#24 St 8 Garden town new shakrial Islamabad Pakistan.

+923333305966| mm.abbasi88@gmail.com

PROFILE

My academic and previous work experience has enabled me to obtain various computers and customer oriented skills as well as develop my personal character, which would serve me well as an employee in your Organization.

SPECIALITIES

Experience working in a fast environment

Excellent written and verbal communication skills

Enjoy working in a team environment

Strong customer service ethic

Motivated, proactive & driven

Strong organizational skills and attention to detail

Good Microsoft Office skills

Problem solving skills

OBJECTIVE

To get highly potential executive post in an organization which helps to gain maximum level of knowledge and where I can use my professional expertise for the benefit of the organization.

EDUCATION



GRADUTION

2010 from Hazara University Mansehra kpk Pakistan.

HSSC

2008 from Bise Abbottabad kpk Pakistan.

SSC

2006 from Bise Abbottabad kpk Pakistan.

EXPERIENCE



AL JABER Security services llc (Abu Dhabi) UAE.

Receptionist Admin

MAY 2014 to Dec 2020:

Responsibilities

- Assigned at Masdar city as a Customer care representative.
- Greet the visitors on main Reception with customer care ethics.
- Assist the visitors and guests for their appointments with Masdar staff.
- Arrange meeting rooms after coordinating with concerning staffs and Departments.
- Receives calls and transfer to relevant departments.
- Make reports of visitors on daily basis and submit .
- Assist the VIP's delegation through security coordination and corporate officials
- Coordination with corporate team to assist the visitors around city.

MCB Bank Ltd (Islamabad) Pakistan.

(Recruitment Coordinator)

July 2011 to May 2014.



(Recruitment Coordinator)

Responsibilities

- Arrange & Manage Resumes for interviews
- Call the applicants for interviews
- Conduct the interviews of shortlisted candidates with RSM
- Arrange documents of selected candidates
- Forward documents to HR dept. for processing
- Coordinate with HR department for any discrepancy mark
- Resolved any discrepancy marked by HR with Timely manner
- Issued offer letters
- Call the applicants for signing contracts and joining.



MATRACON Pvt Limited (ISLAMABAD) PAKISTAN.

1 year working experience in MATRACON pvt limited as a receptionist from

Jan 01 2010 to Dec 2010

(Receptionist)

Responsibilities

- Greeted, assisted and directed guests, workers, visitors and the general public
- Answered all incoming calls and handled caller's inquiries
- Provided office support services so as to make sure efficiency
- Responded to guests and public inquiries
- Received, directed and passed on telephone fax messages
- Directed the employees, guests and general public to the right staff member
- Maintained a sufficient record of office supplies
- Provided word-processing and clerical support
- Picked up and delivered the mail
- Maintained the common filing system and file all letters
- Coordinated the repair and maintenance of office supplies
- Provided administrative services to the office manager

PERSONAL INFORMATION

Father Name: Muhammad Masood Abbasi

NIC No 61101-4463834-7

Passport: ER1018341

Date of Birth: 01-oct-1991

Religion: Islam

Marital Status: Single

Height: 6.1

LANGUAGES

English Urdu

REFERENCES

Will be furnished on demand.



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