

MOHIB AKHTAR



CONTACT

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Financial Centre Dubai, UAE **address**

CAREER OBJECTIVE

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging a seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and Increase service value.

EDUCATION

2012

Intermediate Board of intermediate and Secondary Education Rawalpindi

2010

Matriculation Govt Muslim High School Rawalpindi

EXPERIENCE

January 2024 – Present

Driver / Messenger

Deyaar Facilities Management, Dubai.

- Delivered important documents, packages, and messages to various locations promptly and securely.
- Safely transported passengers or goods to their destinations, following traffic regulations and safety protocols.
- Maintained the vehicle in good condition by performing regular checks and minor maintenance tasks.

June 2018 – December 2023

Security Officer

Deyaar Facilities Management, Dubai.

- Supervised a team of Security guards in their daily duties.
- Monitored and maintained security systems, including alarms, CCTV cameras, access control systems, and other related equipment.
- Maintained accurate records of all security-related incidents and activities.
- Investigated suspicious activities or persons entering company premises.
- Created detailed incident reports following each incident. Investigated and responded to alarms and other security incidents.

August 2016 – May 2018.

A/C Technician

Sohail General Contrasting LLC, Dubai

- Installing, maintaining and repairing ventilation and air conditioning systems and equipment.
- Identifying maintenance risks on equipment.
- Cleaning, adjusting and repairing systems, and performing warranty services.
- Providing technical direction and on-the-job training.
- Complying with service standards, work instructions and customers' requirements.
- Keeping daily logs and records of all maintenance functions.

May 2012 - August 2014

Driver

Qarshi Industries, Pakistan

- Stock shelves with new products as they arrived from vendors.
- Monitored sales floor activity, offering help when needed, and maintaining the orderliness of shelves.
- Performed regular inventory counts to ensure the accuracy of stock levels.
- Assisted customers in locating merchandise within store shelves or online inventory systems.
- Utilized strong interpersonal skills to develop positive rapport with customers.
- Create displays to showcase featured products or promotions.

LANGUAGES

- **English**
Fluent
- **Urdu**
Fluent
- **Hindi**
Bilingual
- **Punjabi**
Bilingual

SKILLS

- Marketing and Advertising
- MS Office
- Problem Solving
- Commission Sales
- Excellent Teamwork

PERSONAL DETAILS

- Date of Birth 27 November 1993
- Nationality Pakistani
- Marital Status Married
- Religion Islam
- Passport No HM1346972
- Driving License 4587415

CERTIFICATIONS

- Basic Fire and Safety Course from SIRA Dubai
- Basic Life Support from SIRA Dubai