

CURRICULUM VITAE

AQIB NAWAZ

Mobile : +971 56 2309583

Email : aqibnawaz38@gmail.com



Objectives:

I am seeking a position within a Challenging environment which will help me to utilize my qualification, skills, knowledge, and experience while learning new concepts, possibly with an international perspective. I am a good team worker and have the ability to work in pressurized and time restricted environments.

Career Background:

I have Eight (8) Years Experience in **ANWAR MUHAMMAD PASSENGER TRANSPORT BY RENTED BUSES LLC (UAE)** as a **Transport Assistant & Office Clerk Cum Driver** . Involved in all aspects of office works.

I am capable to work as:

- **Office Clerk**
- **Transport Assistant**
- **Driver license Light Vehicle (#3) No: 3725470** **Issue date : 17-07-2017**
Expiry date : 24-07-2029

Academic Qualifications

SSC (Science Group) **2014**

Board of Intermediate & Secondary Education, KPK,SWAT, Pakistan

Work Experience

- **Organization** : ANWAR MUHAMMAD PASSENGER TRANSPORT BY RENTED BUSES LLC. U.A.E (Dubai).
- **Position** : **Transport Assistant & office Clerk Cum Driver**
- **Responsibilities** :
 - Process, verify and maintain documentation relating to personal activities such as staffing, recruitment, Training performance evaluations and Classification.
 - Gathering Personal Records from other departments or employees.
 - Documents posting in respective files.
 - Having Good knowledge UAE Road and Location
 - All Other office general activities like Data Entry and Printing, Scanning etc.
- **Duration of Job** : **Eight (8) Year**

Personal Information

Nationality : Pakistan
Date of Birth : 14/12/1997
Religion : Muslim
Gender : Male
Languages Skills : Arabic, English,Urdu and Pashto
Passport No : ES9614862
Date of Issue : 27-01-2021
Date of Expiry : 26-01-2026
Place of Issue : Dubai

DECLARATION :

I hereby declare that the above mentioned details are true with best of my knowledge
REGARD :- AQIB NAWAZ