



PERSONAL PROFILE

Father's Name:

Muhammad Daud

Nationality

Pakistani

Date of Birth:

17 April 1992

C.N.I.C

13102-0347037-7

Pakistan

Domicile

Abbottabad KPK

Religion

Islam (Suni)

Muhammad Nadeem

ADDRESS: Al Dhafra Rd Beda Zayed Western Region AUH sUAE.

E-mail: nadeemalvi196@gmail.com

Cell # +971502912174 (UAE)

WhatsApp # +92-311-0788774 (Pakistan)

OBJECTIVES

Qualifications

2010-2011 Secondary School Certificates BISE FBISE ISLAMBAD

Subjects: English, Mathematics, Biology, chemistry, Physics.

Registration No:1044051049 **Roll No:** 123706

Marks 2ndDiv

2013-2014 Higher Secondary Education ABBOTTABAD

Subjects: Group (Humanities)

Civics, Islamic History, Pakistan Studies,

Registration No:7669AB/AD-IntMP12 **Roll No:** 11109

Marks 2ndDiv

Professional Certification

2014 Technical Course BTE (Peshawar)

Subjects: Diploma AC/ Refrigerator

1st Div

Computer Short Course

01-May-2015- 30-Oct-15 I.T (The Leader College of Science Technology)

Subject: Graphic Designer, Software / Hardware
MS. Office, Professional internet.

1stDiv

Computers Typing Speed



- ❖ English 40 Wpm and (Urdu Hindi) 30 Wpm.
- ❖ Arabic & Pashto.
- ❖ Photo Shop.
- ❖ Corel Draw
- ❖ In page
- ❖ Ms Office
- ❖ **Basic Computer Repair**
- ❖ Computer Software Installation etc & Hard ware

UAE DRIVING LICENSE

- ❖ **Valid Driving License (UAE)**

**Passport No**

CY9450372

Passport Issue Date

26 Dec 2019

Expiry Date

24 Dec 2024

Bank Details

UBL Bank

PK 88 UNIL

0109 0002 6303 6336

Drinking / Smoking

No

Blood Group

B (+ve)

Height

5'8"

Cast

(Alvi)

Marital status

Single

EXPERIENCE**Al Bader Exchange (UAE) (WPS/Remittance Staff)**

- Answer customer's questions and provide information on procedures or policies. Guiding and solving queries of customer, maintain quality customer service.
- Sort invoices, Vouchers, supporting documents ID details, checking bills and signature paper
- Comply with company standard procedures for Anti Money Laundering and Combating Terrorist Financing Policy (AML/CFT).
- Creating, updating and sorting ATM Card Via ASPIRE System and WPS.
- Releasing bills and authorized cancelation and receiving.
- Updating and Monitoring remittances status via Company Portal.
- Cash depositing on branch ATM.
- WESTREN UNION RECEIVING.

New Pakistan Press Haripur (Graphic Designer)

- Answer customer's questions and provide information on procedures or policies.
- Letter head and envelope designing.
- Business card and greeting cards format and designing.
- Brochure, catalogue making, gift boxes, sticker, banner, name badges and ID cards layout designing.
- Stamp making and designing.
- Trophies and plaque designing and making.

Ayaz Computer & Printing Center (Computer Operator)

- Dealing with customer need
- Complete hardware and software of the computer Installation.
- PVC card and business card designing
- Making papers of all subject of school
- Designing photos of different size
- Typing various books
- Printing and email services.

LANGUAGES

- ❖ ENGLISH : Good speaking and Writing
- ❖ URDU : Excellent speaking and Writing
- ❖ HINDKO : Excellent speaking and Writing
- ❖ ARABIC : Excellent Reading and Writing

I hereby declare that the facts given in this resume are correct to the best of my knowledge and belief