



Sardar Muhammad Zaryab Khan

Nationality: Pakistani **Date of birth:** 25/06/1998 **Gender:** Male

Phone number: (+971) 0507380787

Email address: sardarzaryab123@gmail.com

Work: Deira, Dubai (United Arab Emirates)

ABOUT ME

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

WORK EXPERIENCE

Vehicle Rental Agent

Armani Rent A Car [01/05/2022 – Current]

City: Garhoud, Dubai

Country: United Arab Emirates

Website: <http://www.armanirentacar.com/>

- Processing paperwork such as collecting signatures and scanning IDs to ensure compliance with local laws.
- Communicating with customers to answer questions and address concerns about their reservations or rental vehicles.
- Explaining insurance coverage, including deductible requirements and optional coverage available for an additional fee.
- Helping customers choose a vehicle that meets their needs, based on factors such as price, mileage allowance, and number of seatbelts.
- Providing customers with directions to their destinations using maps or other tools such as GPS devices.
- Explaining local traffic laws and regulations, such as speed limits and fines for parking violations.
- Arranging for repairs to damaged vehicles or arranging for replacements when vehicles are totaled.
- Coordinating with auto repair shops to schedule maintenance or repairs for vehicles.

The City School

IT Coordinator [01/10/2020 – 28/02/2022]

City: Gujranwala

Country: Pakistan

Website: <http://www.thecityschool.edu.pk/>

- Fully support, configure, maintain and upgrade corporate customer's networks.
- Install and integrate new server hardware and applications .
- Keep an eye out for needed updates .
- Ensure network security and connectivity
- Monitor network performance and test for weaknesses
- Set up user accounts, permissions and passwords
- Resolve problems reported by end user
- Knowledge of Macintosh and PC platforms
- Good writing skills, knowledge composition for editing and knowledge of grammar for proofreading
- Defining and managing the brand.
- Producing marketing and promotional materials.
- Monitoring and managing social media.
- Producing internal communications.
- Collecting quotation for the IT scrap from the market

Data Entry Administrator

Baig Law Associates [01/10/2017 – 30/11/2019]

City: Lahore

Country: Pakistan

- Being the first point of contact for data-related queries.
- Dealing with customers and clients via email and telephone.
- Manual entering and verification of customer records and orders.
- Assisting with the investigation and rectification of system errors.
- Data input and manipulation in Excel spreadsheets and Access databases.
- Ensuring the safety and security of the company's data systems.
- With a speed of 40 to 50 wpm.
- Occasionally carrying out various administration tasks (filing, printing, etc).

Graphic Designer

Freelance, Fiver

Country: Pakistan

- Ability to communicate concepts and design rationale to clients.
- Knowledge of design, typography and production of printing and web products.
- Expertise in graphics, Adobe Illustrator, Adobe Photoshop, Adobe Flash, Adobe Dreamweaver.
- Knowledge of HTML, CSS & WordPress.
- Knowledge of Macintosh and PC platforms.
- Good writing skills, knowledge composition for editing and knowledge of grammar for proofreading.
- Typing skills with at least 50wpm with high accuracy.

EDUCATION AND TRAINING

BSc Computer Science

University of Gujrat

City: Lahore

Country: Pakistan

Intermediate

Punjab College Gujranwala

City: Gujranwala

Country: Pakistan

Matriculation

Assas National School

City: Gujranwala

Microsoft Innovative Expert (MIE)

Certified 2021-22

LANGUAGE SKILLS

Mother tongue(s): **Urdu, English**

Other language(s): **Thai & Spanish (Basics)**

DIGITAL SKILLS

MS Office / Adobe Indesign, Illustrator, Photoshop / MS Outlook / MS FrontPage / Trouble Shooting of IOS, Andriod & Windows / MS Windows
