

# OWAIS ABU BAKAR

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HAMDAN TOURIST CLUB  
ABU DHABI, UAE



## CAREER OBJECTIVE

Seeking a suitable position, where my experience would be fully utilized in a career opportunity and where I would make a significant contribution to the success of my employer and at the end of the day gain career advancement.

## PERSONAL INFORMATION

- Nationality : Pakistan
- Marital Status : Un Married
- Gender : Male
- Date Of Birth : 15/06/1993
- Languages : English, Urdu, Sindhi
- Passport No : JH0007381
- Visa status : Visit Visa

## QUALIFICATION

- Bachelor Of Commerce - 2018
- Intermediate - Passing Year 2012
- Matriculation- Passing Year 2010
- Computer Proficiency (Microsoft Office, Word, Excel, Power Point)

## PROFESSIONAL EXPERIENCES

- Bolan Casting Limited Company (Assistant HR Executive and Administration, Transport In charge) From "Jan - 2021 To Feb – 2023"
- SK – Technologies (Sales and Accounts) Arrange Customers, Payment Follow Up and Order Place To Customers, From "2016 To 2020"
- Helical Springs (Accounts and Store) Manage Accounts According to Gate Pass, Payment Follow Up and Order Place to Customers, From "2014 To 2016"

## PERSONAL SKILLS

- Able to work under pressure and arrange multiple tasks according to their priorities.
- Ability to take responsibility and perseverance in work and learn everything new.
- Learn advanced skills and upgrade the teaching skills in the field.
- Social skills and communication skills with the public
- Ability to work in team spirit or independently.
- Good interpersonal and communication skill, Hard worker, Team worker

## REFERENCE

- Will be Furnish on Demand,