



ABDUL SATTAR

CONTACT:

EMAIL:
satarabdulawan424@gmail.com

+971 56 4402540

LOCATION:
Dubai, UAE

PERSONAL DETAILS:

- Father Name : MD Younas
- Nationality: Pakistan
- D.O.B: 13-Jan-1997
- Sex: Male
- Religion: Islam

PASSPORT DETAILS:

Passport No: BQ5428272
Date of Issue: 24-Aug-2023
Date of Expiry: 22-Aug-2028
Visa Status: Cancelled Visa

LANGUAGES:

- English
- Urdu
- Punjabi

OBJECTIVES

Challenging and progressive career with an organization where my knowledge will contribute to its growth and work environment and challenges will help developing my skills in establishing me as a strong individual.

EDUCATION

- Senior Secondary certificate
- BBA (Bachelor Of business Administration)
- Computer Knowledge (Ms Word, Ms Office, Excel, Power Point)

WORK EXPERIENCE:

- Worked as, a “**SECURITY GUARD**” in Dubai, UAE with **FEDERAL SECURITY SERVICE (AL DAHAB EXCHANGE LLC)** from April 2022 to July 2024.
- Worked as, a “**SECURITY GUARD**” in Dubai, UAE with **FEDERAL SECURITY SERVICE (BUILDING NAME OMNIYAT THE SQAURE APARTMENT)** from Dec 2020 to Mar 2022.
- Worked as a “**SALESMAN & CASHIER**” in Pakistan with **AL NOOR MOBILES** from 2017 to 2019.

DUTIES & RESPONSIBILITIES:

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating and coordinating with colleagues as necessary.
- Processing orders, forms, applications, and requests.
- Ensure customer satisfaction and provide professional customer support.
- Comfortable using computers.
- Knowing our products inside and out so that you can answer questions.
- Ability to stay calm when customers are stressed or upset.

SKILLS

- Team Work
- Detail-Ordinated Mindset
- Data Enter and Computer Skills
- Familiar with MS Office, Internet and Email.
- Cash Handling

DECLARATION

I hereby declare that the above mentioned statement are correct & true to the best of my knowledge and belief.