***MUHAMMAD RAHMAN ***

***Hor Al Anz over lanch***

***Back side of talal markeet***

*Contact No****: +****971-526109252*

***E-mail:*** ***rahmanmani813@gmail.com***

***APPLIED FOR ANY SUITABLE POST:***

***OBJECTIVE:***

*To become a part of a dynamic group where I could further explore the skills and capabilities, which I gained in the whole working career and in present job experience, and to serve in a challenging work environment with equally vast opportunities of career development based upon achievements results.*

***WORK EXPERIENCE:***

* *Worked for* ***Al Falah Model Boys Higher S/S*** *in* ***Nakka Kalan(Pakistan)****as* ***Clerk*** *for* ***1 Year***
* *Worked for* ***MIA Corporation*** *in* ***Islamabad (Pakistan)****as* ***Project Coordinator*** *for* ***5 Months***
* *Worked for* ***HSE (Health Safety and Environment)*** *as Assistant Trainer at Spectrum Intl (Rawalpindi) Pakistan*
* *Worked as a Trainee Safety officer for 1 year at* ***SAH*** *Associates Regd by* ***PEC*** *(****Pakistan Engineering Council)***
* *Field experience worked in Expo project as a safety officer Dubai, Uae*
* *Worked as a site supervisor Nisar noor Technical service llc Dubai Uae*
* *Worked as a adim manager/ accountant faraz alam technical services llc Dubai Uae*
* *Worked with as a HR manager / Account Manager/ Comercial Manager/* ***Snd Technical services llc***

Continued now -- Dubai Uae

***ACADEMIC QUALIFICATION:***

* *Graduation from University of Punjab(Pakistan)*
* *FSC (pre engineering) from BISE Rawalpindi (Pakistan)*
* *Matric (science) from BISE Rawalpindi (Pakistan)*

***COMPUTER SKILLS:***

* *Certified Course in MS Office (Word, Excel, PowerPoint)*
* *Internet & E-Mail Surfing*
* *Advance Excel Course*
* *Capable of understand and use any type of user defined software*
* *Printing & Scanning (Hardware and software)*
* *Installation of operating system*

***ACCOUNTING SKILLS:***

*Professional skills in Accounting*

* *Peachtree*
* *QuickBooks*
* *Tally.ERP9*

***PROFESSIONAL SKILLS IN MANAGEMENT:***

* *One year Human Resources Management (HRM) Course*
* *Quality Control & Quality Assurance (QC & QA) Course*
* *CCTV Camera Installation Course*
* *Hotel Management Course*
* *Air Line Ticketing Course*

***PROFESSIONAL SKILLS IN MANAGING SAFELY:***

* *Certified ( NEBOSH INTERNATIONAL GENERAL CERTIFICATE) from Dubai, Uae*
* *Certified (IOSH) Occupational Safety UK Based Course*
* *Certified OTHAM LEVEL 6 Diploma In Occupational Health and safety from Arbit safety and engineering solution*
* *Certified (IADC RIG PASS) Safety USA Based Course*
* *Oil & Gas Refinery Safety course*
* *Fire Fighting Safety Course*
* *One year Health, Safety & Environment (HSE) Safety Supervisor Course*

***SPOKEN ENGLISH LANGUAGE SKILL:***

* *Spoken English course THE LEADER COLLEGE from (Rawalpindi) Pakistan*
* *Spoken English, reading, writing & listening skill from SPECTRUM INTL (Rawalpindi) Pakistan*

***LANGUAGES KNOWN:***

* *English*
* *Urdu*
* *Hindko*
* *Punjabi*

***PERSONAL INFORMATION:***

* Father Name : Noor Hussain
* Date of Birth : 11th April 1992
* Sex : Male
* Nationality : Pakistani
* Religion : Muslim
* Marital Status : Married

***PASSPORT & VISA DETAIL:***

* *Passport No*  :***JN****9151072*
* *Visa status : investor/ Owner Safe & vision Technical services LLC*
* *Driving license : LMV*
* *Transportation : Own*

***HOBBIES:***

* *Hiking*
* *Social Networking*
* *Sports*

***DECLARATION:***

*I hereby declare that the above statements are true and best of my knowledge and belief.*

***MUHAMMAD RAHMAN***