**Career Objective**

To work with a team of highly motivated and professional workers that will provide me an insight into the practical application of my acknowledgement and skills and shall encourage potential growth according to my qualification and experience

**Personal Information**

 Name Asim Farooq

 Contact No 03005124611

 Father’s name Muhammad Farooq

Date of Birth May 09, 1980

**Professional Experience**

**Worked as a Secretary to Ambassador/ Ambassador Office at Royal Embassy of Saudi Arabia Islamabad**

**(January 2011- January 2019)**

* Managing the internal communication flow and correspondence as directed by H.E. the Ambassador.
* Preparing documents for meeting
* Arranging all the meetings for H.E. the Ambassador
* Receiving phone calls and taking messages with professional manner.
* Following up all Assignments of Ambassador.
* Receiving and releasing of gifts for host country.
* Receiving/distributing Embassy mail and addressing items with H.E.
* Updating Ambassador regularly regardinghis daily schedule for meetings and other official gatherings.

**Worked as a Protocol Officer at Royal Embassy of Saudi Arabia Islamabad**

 **(January 2019- February 2022)**

* Supervising Escort & Security to Ambassador and Excellency Family (Close Protection Team Police Escort, Frontier Constabulary & Pakistan Rangers).
* Direct corresponding with Superintend Police, Senior Superintend Police & Deputy Inspector General Police (Security Division) Capital Territory Police, Islamabad.
* Direct in Contact with Wing Commander, Sector Commander, Pakistan Rangers Head Quarter Islamabad.
* Direct in touch with District Head Frontier Constabulary on security issues
* Daily Entry Permission for Visitors, Cargo Vehicles & Guest for Ambassador Office.
* Visit Arrangement for High Dignitaries (PM, Chief Minister’s, Minister’s, & other Government High Official’s etc.)
* VVIP delegation protocol arrangements of (Saudi Defence Minister, Saudi Foreign Minister, and others)
* Receiving/see off high Official called by Ambassador (Prime Minister, Army Chief, Air Chief, Naval Chief, Ex-Prime President, Ex-Prime Minister’s)
* Entry Arrangements for Reception by Ambassador.
* Keep Ambassador Movement secretly.
* Support staffs in the area of responsibility arrange meetings for Diplomats participate in discussions of new or revised procedures and practices for local staff and security.
* Responsible for renewal of all Embassy staff Diplomatic Entry Cards.
* Perform other related duties as required
* Getting Import/Export Exemptions from Ministry of Foreign Affairs
* Drafting and filing paperwork with the Ministry of Foreign Affairs for the Import/Export/sale permission of all personal and official shipments for Embassy and other offices.
* To correspond with Custom Authorities regarding Clearance of consignments and prior release of consignments
* To correspond with shipping companies and cargo regarding BL and AWB Cargo/consignment on board confirmation
* Responsible for the Visa Extensions of the Diplomats/Saudi National's and others on recommendation.
* Registration of vehicles (Official/Personal)
* Create, check and maintain personnel files for all diplomats and Saudi Dignitaries.
* Work for the Issuance of Diplomatic Identity Cards/Airport Passes and their renewals with MOFA
* To make entries/clearance of visitors/guests for diplomats, Travel Arrangements/Coordination for Incoming/Outgoing Delegations and Diplomats
* Protocol duties at airport
* Diplomatic mail clearance from cargo at airport.
* Making monthly holiday plans for Close Protection Team, Police Gunmen’s, and Police Squad.
* Room reservations
* In charge of Saudi National Day security arrangements liaison with Police, Rangers, FC, special Branch

**Management** **Trainee-** **Islamabad Marriott Hotel**

**(June 10 – Sept 10)**

* Hands on training in Sales & Marketing, Reservation, Front desk, Purchase, Training & Banquet.

**Relationship Manager -The Sign Advertising.**

**(Sept 08 - May10)**

**Responsibilities**

* Sites Survey
* Cliental Relationship
* Procurement & Logistics
* Complete hold on ware house
* Day-to-day management of the project administratively, financially, logistically, professionally and technically
* Maintaining database of the sites
* Planning, controlling and monitoring of office budget
* Preparation of sites reports for internal use with all relevant information
* To monitor and ensure the smooth working of all operations

**Assistant Manager- International Relations - Ready Consulting, Nanjing-Peoples Republic of China (April 06 – July 08)**

**Responsibilities**

* In charge of International Consulting Department
* Assist businessman/traders/investors regarding business development in Chinese market
* Facilitate trainings & Organizing Seminars
* Event management/Organizing
* Marketing & Project development
* Customer Relationship
* International trading consultation
* To deal with direct/indirect queries and requests
* To provide support to the clients
* To fulfil other formalities related to project development

**Assistant Manager Sales & Marketing – Nissan Capital Motors-Islamabad**

**(March 03 – August 05)**

**Responsibilities**

* To deal with Auto loan & Cash sales
* Customers Relationship
* Product marketing
* To build relationship with clients and consumers
* Prepare Auto loan plan for the customer and fulfil all requirements for cash sales
* Complete documentation & verification
* To deal with queries and fulfil discrepancies related to auto loan and cash sales
* Loan disbursement
* Delivery arrangements of the Autos
* Auto Insurance
* Follow ups with sales team
* Maintaining database of the customers
* To prepare auto loan plan of the customer according to their incomes
* Issuance of purchase orders
* To provide other support and assistance as per their requirement

**Business Development Officer – Commercial Union Life Assurance Company Pakistan Ltd (March 02- Feb 03)**

**Responsibilities**

* Introducing Companies
* Making plans for life insurance
* Financial analysis of the customers
* To maintain record of the customers
* To assist in preparation of new programmes and policies
* Preparation and submission of monthly Insurance reports of the customers
* Assisting Field Officers in making life Insurance Plans.

**Education**

* BBA from London College of Management, Islamabad Campus

**Extra Qualification**

* Certificate in Hotel Management (Middle Management Training in Hospitality at Islamabad Marriott Hotel).
* Completed 5 levels of ELC from British Council Islamabad.
* English Language Special Summer Course from National University of Modern Languages (NUML), Islamabad.
* Short course of basic languages of computer sciences from PICL, Islamabad.
* Studying Arabic Language certificate from International Islamic University-Islamabad.

**Skills**

* Excellent communication, administrative and organizational skills
* Ability to work in a multicultural environment.
* Strong coordination, networking and relationship building skills
* Ability to work independently and under pressure
* Working Experience of Windows 2000 Ms office (MS word ,Excel, Power Point)
* Internet Surfing

**Language Skills**

* Urdu (Excellent)
* English (Good)
* Punjabi (Excellent)
* Pashto (Fair)
* Chinese (Fair)

**References (work)**

**Mr. WaqarAziz Secretary to Ambassador, Royal Embassy of Saudi Arabia, Islamabad 0333-5050501**

**Mr. Dildar Hussain, Information Officer, Royal Embassy of Saudi Arabia, Islamabad 03005000200**