



ASAD MUNIR

OBJECTIVES

To obtain a challenging post at your reputable organization that will utilize both my educational background and professional experience to contribute to the organization's noble and humanitarian goals and simultaneously provide excellent opportunities for career development and personal growth.

PERSONAL DETAIL

I have my on Visa.

Phone

+971-56-8712757

Email

asadmunir.ae@gmail.com

Date Of birth

20, April, 1989

Address

6A, Street Karama, building Dar Al Aman 3, United saloon Bur Dubai.

Nationality

Pakistan

Licence

Manual

SKILLS

- Social Media
- Data Analysis
- Problem Solving
- Intrapersonal Skills
- Creativity
- Communication

COMPUTER HARDWARE/ NETWORKING SERVICING

Conduct IT-based customized training workshop.
Assist in conducting baseline IT standards.
Work closely with the HOD IT to spearhead IT initiatives.
Assist in IT support for teaching and learning
Assist teachers in editing images, photos, posters and other IT-related matters

CAREER PROGRESSION HISTORY

2021 - Till Now

Ayub Education & Immigration Consultant.

Administrative Coordinator

Jobs & Responsibilities

- **Case Management:** Assisted in managing immigration cases by organizing client files, ensuring that all necessary documentation was submitted accurately and on time.
- **Document Review & Processing:** Reviewed immigration forms, documents, and applications for completeness and accuracy, ensuring compliance with legal requirements.
- **Client Communication:** Communicated with clients via phone, email, and in person, providing updates on case statuses, answering questions, and guiding them through the application process.
- **Appointment Scheduling:** Managed appointments for clients, ensuring that all meetings with immigration officers, attorneys, or other staff were scheduled promptly and efficiently.
- **Filing and Record-Keeping:** Organized and maintained physical and electronic client records, ensuring all documentation was properly filed and easily accessible.
- **Data Entry & Reporting:** Entered client information and immigration case data into office management systems, generated reports, and ensured accurate tracking of case progress.
- **Confidentiality & Compliance:** Ensured the confidentiality of client information in accordance with privacy laws and office policies

2015 - 2018

DP World General Cargo JAFZA, Dubai

Archive Clerk (Cargo Handling Assistant)

Jobs & Responsibilities

- Preparing documents for vessel operation as well as updating the same with HHT Device.
- Preparing receives tally sheet on cargo receiving and loading tally sheet for loading cargo to the vessel,
- Document quantity, quality, type, weight, test result data, and value of materials or products to maintain shipping, receiving, and production records and files.
- Preparing documents for container stuffing and un-stuffing operation.
- Count or estimate quantities of materials, parts, or products received or shipped.
- Collect or prepare measurement, weight, or identification labels and attach them to products.

- Weigh or measure materials, equipment, or products to maintain relevant records, using volume meters, scales, rules.
- Compare product labels, tags, or tickets, shipping manifests, p and bills of lading to verify accuracy of shipment contents, quality specifications.
- Examine products or materials, parts, subassemblies, and packaging for damage, defects, or shortages, using specification sheets.
- Communicate with customers and vendors to exchange information regarding products, materials, and services.
- Remove from stock products or loads not meeting quality standards, and notify supervisors or appropriate departments of discrepancies or shortages.
- Sort products or materials into predetermined sequences or groupings for display, packing, shipping, or storage.
- Maintain, monitor, and clean work areas, such as recycling collection sites.

M/s Takhleeq Designing Management & Consultant

As an Assistant Administrative.

New Look Textile Industry Sdn.bhd (Malaysia)

As an Assistant Administrative

○ 2009 - 2011
Superior University Lahore, Pakistan
Master in Mass Communication

2007 - 2009
University of Punjab
Bachelor of Arts

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Furnished Upon Request

CAREER PROGRESSION HISTORY

EDUCATION

REFERENCES