



NABEEL AHMED

GET IN CONTACT

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International City Dubai, United Arab Emirates

WORK EXPERIENCE

September 2022 to Present
World Eflate Marketing, Dubai

Supervisor

Oversee and direct day-to-day operation reports for all projects. Excellent interpersonal and organizational skills. Packaging and managing all delivery products, as required. Carrying out vehicle maintenance checks. Picking up office purchases or other administrative needs. Utilizing navigation apps to find the most optimal route. Transporting clients from airports to hotels and vice versa. Proficiency using GPS devices

June, 2019-September, 2022
NBTC Qusawira Project, Abu Dhabi

Camp Coordinator

Managed camp equipment and helped maintain camp activity schedule. Encompassed all areas of camp. Planned activities such as sports, safety and conferences. Organized and inventoried supplies. Inspection of camp cleaning and facilities. Dealing with all emergency issues and checked all fire equipments are updated. Resolve occasional problems between workers and address behavioral issues. Keep accurate incident logs.

EDUCATION HISTORY

Bachelor in Arts, Journalism Major Subject

University of the Punjab, Lahore

MS Office, Coral Draw, Adobe Photoshop, OSHA Safety

Tevta Institute of Punjab, Gujrat

PERSONAL DETAILS

- Nationality: Pakistani
- Date of Birth: 20/11/1986
- Driving License: UAE LMV 03

PERSONAL PROFILE

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

AREAS OF EXPERTISE

- Time management
- Documents Handling
- Safety Management
- Planning and Organizing
- Luxury vehicles driving
- Maintenance Reports Making
- Purchasing Goods and Supplies

OTHER SKILLS

Communication skills listening, speaking, observing & empathizing
A sound understanding of health and safety codes
Positive attitude. Being calm and cheerful when things go wrong.
Excellent problem solver

REFERENCE

Furnished upon the request