

MUHAMMAD SIDDIQUE TARIQ

Musaffah 37, Abu Dhabi, UAE

Mobile/WhatsApp +971 542034308 / +971 585453216

Siddiquemughal@gmail.com

Personal Data

Date of Birth : 13 Sep 1989

Marital Status : Married

Languages Known : Arabic, English, Urdu, Punjabi, Hindi

Educational Qualification

Passed S.S.C. (**Secondary School Leaving Certificate Examination**)

Technical Qualification

IT knowledge, networking, hardware/software installation, Microsoft Office (Excel & word)
U.A.E Driving License for Light vehicles, 13 years old.

EXPERIENCE

Office Supervisor / Coordinator - Dec.2022 till date in Alma Healthcare Pharmacy, Abu Dhabi, UAE.

Responsible to dispatch medicine deliveries to respective areas and manage delivery people in the region. Assisting and arranging tickets, transportation and buying amenities for CEO. Also handling return medicines and logging in system all entries.

Delivery Boy in Magnetico Delivery Service and Jeebly Courier Company 2017 – 2022 Abu Dhabi UAE.

Office Assistant in Alma Healthcare Pharmacy, One year, 2022, Abu Dhabi UAE.

Quality Control Inspector – ARC International Glass Company, Ras Al Khaimah. 2007 - 2014

Having **13** years driving experience in (Abu Dhabi, Dubai, Sharjah, Ras Al Khaimah) UAE.

Good knowledge of streets and landmark locations of prominent buildings in entire UAE, especially Dubai, Sharjah and Abu Dhabi.

Knowledge of local traffic laws and area traffic patterns. Ability to read a map and to use best routes to avoid traffic jams.

WORKING PROFILE

Office Supervisor/Coordinator - Dec.2022 to date

Responsibility: Manage Light passenger vehicle drivers to pick-up & drop the company Office staff, Store & Factory crew change. Ensure maintenance of vehicles, clean and serviceable condition and performs minor maintenance of a preventable nature (this may include daily check of gas, lubricants, battery, tyre and coolant). Performs daily maintenance checks on assigned vehicles and immediately inform the relevant workshop of any required major maintenance or repairs. Maintains trip tickets or other daily vehicle records in the system, including return medicine items.

Also involved to arrange Airport and hotels Services Company required to pick-up & drop for VIP, CEO, Business Executive & Company Guest. Embassies suits, Depositing Cheques, cash payments collection deposits in Banks as well as Collecting and Sending Mails Register from General post Office, Messenger & Courier service.

Quality Control Inspector – ARC International Glass Company, Ras Al Khaimah. 2007 to 2014.

Responsibilities: Inspect and check the quality of final products, segregate defective items and inform to production team. Make entries in the system and update the record.

Declaration:

I hereby declare that the information provided by me in my Resume is true to the best of my knowledge and belief.

Available in UAE for immediate joining.