

Muhammad Ramzan

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Summary

- Profile: Male, 28, Single
 - Nationality: Pakistan
 - Current Location: Dubai, UAE
(Employment Residence Visa valid till September 2019)
 - Driving Licence: Issued in UAE
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- Current Position: Manager
 - Company: Amna Al Maazmi Transport Llc
(Reporting to: CEO)
 - Notice period: Available immediately
 - NOC Requirement: Required (can be obtained)
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- Preferred Locations: All GCC Countries, UAE, Dubai
 - Salary Expectation: AED 0 per month
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Work Experience

May 2015 - Present

**AMNA AL MAAZMI TRANSPORT
LLC**

Dubai, UAE

Manager

1. Hiring and staffing.
2. Training new employees.
3. Coaching and developing existing employees.

4. Dealing with performance problems and terminations.
5. Supporting problem resolution and decision-making.
6. Conducting timely performance evaluations.
7. Translating corporate goals into functional and individual goals.
8. Monitoring performance and initiating action to strengthen results.
9. Monitoring and controlling expenses and budgets.
10. Tracking and reporting scorecard results to senior management.
11. Planning and goal-setting for future periods.

Jun 2012 - Feb 2015

KASHIF ALTAF TECHNICAL SERVICES LLC DUBAI UAE

Dubai, UAE

PRO

1. Planning publicity strategies and campaigns
2. Writing and producing presentations and press releases
3. Dealing with enquiries from the public, the press, and related organizations
4. Organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits
5. Speaking publicly at interviews, press conferences and presentations
6. Providing clients with information about new promotional opportunities and current PR campaigns progress
7. Analyzing media coverage
8. Commissioning or undertaking relevant market research liaising with clients, managerial and journalistic staff about budgets, timescales and objectives
9. Handling Leagel documentation
10. Ministry of Labor, Ministry of Immigration and Tasheel documents clearance

Education

Sep 2006 - Sep 2010

IUB

Punjab, Pakistan

Computer Systems Engineering, Bachelor(BSc/BA), GPA A

Other Certificates

2010

PRACTICAL GSM FUNDAMENTALS

UCET IUB, Pakistan

2010

WiMAX & VoIP

IIEEE, UCET IUB, Pakistan

IT Skills

Windows & Office tools

- MICROSOFT OFFICE Intermediate

Web programming & development

- Database Management Intermediate

Operating systems, Networking & Hardware

- I.T Hardware and software troubleshooting Intermediate
- CCTV Installation Intermediate

Languages

- English Fluent
- Urdu Native
- Hindi Fluent
- Punjabi Native