CURRICULUM VITAE

YASIR ABBAS
Date of Birth: 06th June 1996
Nationality & Marital Status: Pakistani & Unmarried
Languages known: English (Read & Write), Arabic, Urdu, Punjabi
Passport Details: KJ1019522 Expiry on 25th January 2025
PAK.HMV License No:00064082-ISB Expiry on 17th November 2026
PAK.LMV License No: JG-17-1374 Expiry on 23th July 2027
KAS.HMV License No: 04003907127196 Expiry on 07th April 2023
UAE.LMV License No:4411159 Expiry on 09th January 2025
Visa Status: Own permanent visa expiry on March 2024
Address: Flat 507, Al Madar 4 building, Al Nahda 02, Dubai, United Arab Emirates

Post applied : Transportation Incharge/LMV Delivery Driver (Multiple tasks)

Profile & Personal Strength : A suitable position with an organization where i can utilize the best of my skills and abilities that flat to my education, skills and experience a place where an encourage permitted to be an active participant as well as vital contribute on development of the company.

Educational Qualification:
Secondary School (Science Group)   2010
Intermediate (IT) 2012
Academic: Diploma in Electronics from „Tevta Technical Training Institute", Faisalabad, PakistanDiploma in Computer Education from "Ayasha Computer Training Centre", Faisalabad, Pakistan

Work Experience:

1. M/s. Silver Lining an Addiction & Psychological Treatment Center as a Customer Service cumData Entry Operator at Faisalabad, Pakistan from 2014 to 2016.
2. M/s. Kashmir Sugar Mills Limited as a Data Entry Operator at Pakistan from 2016 to 2018
3. M/s. Saudi Petroleum & Equipment East as a Transportation Incharge/Foreman at Dammam,Saudi Arabia from 2018 to 2020
4. M/s.VKI Foodstuff Trading L.L.C as a Accountant And Data Entry
     atAl Nadha 2 Dubai UAE From 2021 to Till Now

Roles & Responsibilities handled

1. As a Transportation Incharge/Foreman
   Inspecting vehicle & make sure vehicles are properly maintained.
   Ensuring that all drivers and operators have the correct, up to date qualifications.Arranging repairs and routine maintenance.
   Reducing the risk of vehicle overloading during busy schedule.
   Keeping schedules and organizing team members.

2. As a Receptionist/Data Entry Operator
   Insert customer and account data by inputting text based and numerical information from source documents within time limits. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
   Research and obtain further information for incomplete documents.
   Generate reports, store completed work in designated locations and perform backup operations.Scan documents and print files, when needed & keep information confidential.
   Respond to queries for information and access relevant files, comply with data integrity andsecurity policies.

Declaration:
   I hereby affirm that the above information is true to the best of my knowledge.
   YASIR ABBAS
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