






AQIB HANIF

MUHAMMAD HANIF

CONTACT

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PERSONAL DETAILS

Date of Birth / Age: 7/11/1995
Nationality: Pakistani
Other: HOME CONTACT NO.- +92
3102491321

SKILLS

- Emergency response
- Emergency management
- Emergency awareness
- Employer Liability Insurance knowledge
- Microsoft Office proficiency
- Report writing
- Teamwork and collaboration

PASSPORT

- PASSPORT NO.- CM6783952
- ISSUE DATE- 26/12/2022
- EXPIRY DATE- 24/12/2032

EDUCATION

MATRIC
Engineer's degree
DIPLOMA OF ASSOCIATE ENGINEERING
ELECTRICAL

MICROSOFT & WINDOWS

PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organization skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

WORK HISTORY

Office assistant 12/2022 - Current
ISTANBUL GROUP OF COMPANIES - Dubai

- Greeted guests and clients with **warmth and professionalism.**
- Kept inventory of office **supplies and ordered** new items when necessary.
- Created **weekly and monthly reports** and presentations, enabling improved operational analysis.
- Oversaw daily office **operations and equipment** maintenance.
- Maintained office files for reliable reference, including **electronic and hard copies.**
- **Processed invoices and payments** using accounting software.
- Entered handwritten data into computers for **easy retrieval.**

Security guard 12/2020 - 11/2022
UWG SECURITY SERVICES L.L.C - Dubai

- **Closely observed CCTV** surveillance systems to monitor movement of goods and other personnel.
- Secured personnel and premises by inspecting buildings, patrolling property and **monitoring CCTV cameras.**
- **Completed required** shift logs and reports, highlighting routine activities, suspicious circumstances and critical incidents.
- Deterred criminal activity, vandalism and general misconduct by providing highly visible security **presence and patrols.**
- **Established effective** access control systems, logging staff and visitor movement for accurate site records.

HVAC technician 01/2018 - 11/2020
EPI ELECTRO MECHANICAL L.L.C - Dubai

- **Installed and maintained** gas lines to meet strict safety criteria.
- Recycled and charged **refrigerants.**
- **Analysed, modified and repaired** digital control systems.
- **Interpreted blueprints and manuals** to install equipment and diagnose faults.
- Retained detailed and **up-to-date maintenance** and repair records.
- **Collaborated with plant** engineer to resolve escalated HVAC and refrigeration issues.