



Pakistan

Mr. Zaheer abbas

PERSONAL DETAILS

Reference No.	CV-IT-359624-26
Country of Residence	United Arab Emirates
Surname	Abbas
Given Name	Zaheer
Date of Birth	Wednesday, 01 Feb 1984
Gender	Male
Marital Status	Married
Religion	Islam

PASSPORT DETAILS

Passport Number	
Nationality	Pakistan
Date Of Issue	Wednesday, 15 May 2019
Date Of Expiry	Sunday, 13 May 2029
Place Of Issue	Pakistan

PHYSICAL INFORMATION

Height	5feet.5inches
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Weight	68
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No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education	Post Graduate
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School/College/University Name	University of Peshawar
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Passing Year	2008
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PROFESSIONAL QUALIFICATIONS

Institute Name	IBMS
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Course Title	BBA
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Passing Year	2004
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LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
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English	Excellent	Excellent	Excellent
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Urdu	Excellent	Excellent	Excellent
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Pashto	Excellent	Excellent	Excellent
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EMPLOYMENT HISTORY

Year Of Exprience	6
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Background	<p>I am writing to express my interest in the position at your esteemed organization. With over 6 years of experience in administrative coordination, operations support, and facilities management in the UAE and Qatar, I bring a proven ability to manage day-to-day operations efficiently while delivering high standards of service and accuracy. In my most recent role as Operations Administrator/Dispatcher at Imdad Home for Building Cleaning Services in Dubai, I was responsible for staff scheduling, booking coordination, equipment maintenance, and digital reporting using Justlife software. Previously, at Nakilat Keppel Offshore and Marine Ltd. in Qatar, I provided administrative and document control support, facilitated onboarding processes, and coordinated closely with HR and accounts departments. My experience also includes working with Salesforce, handling work orders, staff assignments, and tracking performance reports during my time at Imdaad Facilities Management LLC, where I supported Emaar's Project DLP. I am fluent in English, Urdu/Hindi, and Pashto, with basic Arabic proficiency, and proficient in MS Office, Justlife, and Salesforce platforms. I hold a Master's in Public Administration (Human Resources) and a Bachelor's in Business Administration (Accounting). I am currently on a visit visa and available to join immediately. I am excited about the opportunity to contribute to your team and would welcome the chance to discuss how my skills and experience align with your needs. Thank you for considering my application.</p>
Latest Company	Imdad Home for Building Cleaning Services
Telephone No	971589404122
Address	Dubai UAE
Date Of Join	2025-01-28
Last date at Job	

EXPERIENCE CERTIFICATIONS

Certifications

Imdaad facilities management

Nakilat
Imdad home for building cleaning services

NOTA:-

Siamo Galaxy Seven Italy, società di reclutamento approvata dal governo dei Paesi Bassi e dell'Italia. Siamo stati nominati consulenti delle risorse umane per il richiedente di cui sopra. Il candidato (CV) di cui sopra è il nostro candidato registrato e riconosciuto, pertanto te lo assicuriamo, il richiedente sarà educato, sobrio e gentile. Dopo aver ricevuto l'approvazione del permesso di lavoro da parte del governo italiano, la nostra azienda aiuterà il richiedente a predisporre i documenti necessari per affrontare l'Ambasciata italiana nel Paese del richiedente per elaborare il visto. Dopo il rilascio del visto, la nostra azienda assisterà il richiedente offrendo alcuni corsi di formazione HSE e di primo soccorso di base ma molto importanti. Noi Galaxy Seven Italy forniremo al richiedente una conoscenza adeguata dell'etica/comportamento del lavoro e della LEGGE italiana. Il nostro rappresentante dell'ufficio sarà sempre raggiungibile presso la nostra sede in Italia con supporto online 24 ore su 24 per rispondere al datore di lavoro (Azienda) del richiedente per assistere l'intero processo. Il nostro intero servizio è una pratica di reclutamento etica. Non addebitiamo denaro/commissioni al richiedente VISTO o LAVORO in ITALIA.

NOTE:-

We are Galaxy Seven Italy, Government approved recruitment company of the Netherlands and Italy. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate, we would therefore be assuring you that, the applicant will be well mannered, sober, and gentle. After receiving the work permit approval from Italy Government, our company would assist the applicant to arrange the necessary documents to face the Italian Embassy at the Country of applicant to process the visa. After issuance of visa, our company would assist the applicant by giving some basic but very important HSE and First aid training courses. We Galaxy Seven Italy would provide proper knowledge to the applicant about work ethics / behavior and LAW of Italy. Our office representative would be at all-time accessible at our Italy office with 24 hours online support to reply to the employer (Company) of the applicant to assist the entire process. Our entire service is an ethical recruitment practice. We do not charge any money / fees from applicant for VISA or JOB in ITALY.

