

CV Curriculum Vitæ



MUSSARAT ULLAH JAN

Deira Dubai, U.A.E

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ESSENTIAL INFORMATION:-

A construction sales manager has a variety of duties, including employee supervision, customer services, inventory control, and marketing. This job might appeal to individuals with interests in construction and dealing with manpower companies, Sales and marketing managements.

CAREER OBJECTIVE:-

To be associated with progressive organization that gives me scope to update my skills according to latest trends, and be a part of the team that dynamically works towards the growth of organization with a strong will to prosper in any assigned duties .

EDUCATION HISTORY:

- DBA. (DIPLOMA IN BUSIENESS ADMINISTRATION) HONS, FROM PAKISTAN
- BBA. (BACHELOR OF BUSINESS ADMINISTRATION) FROM PAKISTAN

COMPUTER LITERACY:

- Computer proficiency in MS Word and Excel
- Ability to work effectively within a team environment as well as take responsibility for individual assignments.
- Flexible working nature and can adapt to the organization requirements.
- Operating System Online , Windows, Sending E-mails and Reply , Sending quotations and invoice.

POSITIVE TRAITS:

- Flexible to the work assigned, to end up with best in results.
- Work Commitment, Persistence and High self-esteem.
- Result Oriented, Friendly and Diplomatic.

WORKING EXPERIENCE

Trusted suppliers

- Designation : **MARKETING MANAGER**
- Institute : **Trusted Suppliers JUBAIL , KSA For Manpower Supply**
- Session : **(Oct 2015 – Dec 2015)**

Quality Construction Est:

For General Contracting , Rental Heavy & light Equipment



- Designation : **Business Development & Marketing Manager**
- Company : **Quality Construction Est. (King Faisal Northern Street , KSA
For General Concreting , Rental Heavy & Light Equipment**
- Session : **(July 2014 – Sep 2015)**



- Designation : **Marketing Manager**
- Company : **Radi Jasem Al-Hameed For General Contracting**
- Session : **(Jun 2013 – July 2014)**



■ Designation : Document Controller
■ Company : Hyundai Engineering & Construction CO. LTD
■ Session : (Oct 2012 – May 2013)



**SAMSUNG
ENGINEERING**

■ Designation : Document Controller
■ Company : Samsung Engineering
■ Session : (Jan 2012 – Sep 2012)

DRIVING LICENSES:

License #: 3654479 , Place of Issue Dubai, U.A.E, will be Expire on 4th Apr 2026
License #: 2332817341 , Place of Issue KSA , will be Expire on 29th Sep 2023
License #: 187298 , Place of Issue KPK, Pakistan will be Expire on 9th Dec 2020

PERSONAL PROFILE:

Full Name : Mussarat Ullah Jan S/O Habib Ullah Jan
Nationality : Pakistan
Date of Birth : 28th Feb 1989
Sex : Male
Religion : Islam Marital
Status : Married
Languages : English , Arabic, Urdu, Pashto & Hindi

PASSPORT DETAILS:

Passport No : DZ8791162
Place of Issue : KPK- Pakistan
Date of Issue : 09th Jul 2015
Date of expiry : 07th Jul 2020
Visa Status : Employment

DECLARATION:

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Applicant : Mussarat Ullah Jan

Mobile No : +971 544001215 / 0502053752

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a horizontal line and a looped flourish.