



Muhammad Asim Muhammad

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CAREER OBJECTIVE

I would like to work with an organization where I can get more experience and knowledge and I can use my attributes for the welfare of the organization. I am also seeking a challenge and rewarding opportunity with the organization of repute which will recognize and also utilize my true potential, experience and technical skills.

ACADEMIC QUALIFICATION

- National Diploma in Electrical/Electronic Engineering with Triple Distinction from Sharjah Institute of Technology Sharjah United Arab Emirates.

PROFESSIONAL EXPERIENCE

**Employed by Ibex Global as Customer Service Executive. (December 2020 – Feb 2023)
2 Years 2 Months (foodpanda APAC and Walmart)**

Key Responsibilities

- Attending Customer inquiries via Live Chat, Email and Voice Correspondence and solving customer's problems and concerns by providing them with solutions within the campaign's SOPs

**Employed by Creative Line Décor Cont as Project Manager/Site Supervisor/
Maintenance Engineer. (Aug 2019 – September 2020) 1 Year**

Key Responsibilities

- Approaching and Meeting with Retail, F&B, Residential and Commercial Industry Clients and Groups for Fit-Out and Turnkey Solutions Project Tenders.
- Pre- Qualifying the Company with Mall and Cooperate Groups.
- Generating Leads for Up- Coming Malls and Fit-Out Tenders.
- Finalizing Fit-Out Contracts and Project Tenders.
- Negotiation on pricing and value of the Fit-Out Works.
- Kick off Meetings and Coordination with Mall Managements.

- Project Coordination, Supervision and Management. (Minor and Medium fit-out and renovation works independently).
- Keeping the Senior Project Manager/Director informed of any issue / risk which has arisen or might arise and which could affect the execution of the Project.
- Site and Project Management of medium and large scale projects
- Maintenance works when and if required.

Employed by Incube Middle East as Project Manager/Site Supervisor/ Maintenance Engineer. (June 2017- July 2019) 2 Years

Key Responsibilities

- Approaching and Meeting with Retail, F&B, Residential and Commercial Industry Clients and Groups for Fit-Out and Turnkey Solutions Project Tenders.
- Pre- Qualifying the Company with Mall and Cooperate Groups.
- Generating Leads for Up- Coming Malls and Fit-Out Tenders.
- Finalizing Fit-Out Contracts and Project Tenders.
- Negotiation on pricing and value of the Fit-Out Works.
- Kick off Meetings and Coordination with Mall Managements.
- Project Coordination, Supervision and Management. (Minor and Medium fit-out and renovation works independently).
- Keeping the Senior Project Manager/Director informed of any issue / risk which has arisen or might arise and which could affect the execution of the Project.
- Site and Project Management of medium and large scale projects
- Maintenance works when and if required.

Employed by Creative Corner Interior Decoration as Project Manager/Site Supervisor/ Maintenance Engineer. (Feb 2014- May 2017) 3 Years 3 Months

Key Responsibilities

- Approaching and Meeting with Retail, F&B, Residential and Commercial Industry Clients and Groups for Fit-Out and Turnkey Solutions Project Tenders.
- Pre- Qualifying the Company with Mall and Cooperate Groups.
- Generating Leads for Up- Coming Malls and Fit-Out Tenders.
- Finalizing Fit-Out Contracts and Project Tenders.
- Negotiation on pricing and value of the Fit-Out Works.
- Kick off Meetings and Coordination with Mall Managements.
- Project Coordination, Supervision and Management. (Minor and Medium fit-out and renovation works independently).
- Keeping the Senior Project Manager/Director informed of any issue / risk which has arisen or might arise and which could affect the execution of the Project.
- Site and Project Management of medium and large scale projects
- Maintenance works when and if required.

SUMMARY OF SKILLS

- Excellent and Strong Presentation, Communication and Interpersonal skills.
- Strong organizational skills and demonstrated ability to meet project deadlines.
- Ability to work independently with minimal supervision and as part of a team.
- Quick Decision Making and Problem Solving Abilities.
- Negotiation Skills
- Leads Generation
- Proper Follow-ups through emails and telephonic correspondence.

PERSONAL INFORMATION

NAME: - Muhammad Asim

FATHER NAME: - Muhammad Aslam

DATE OF BIRTH: - 3rd July 1992.

NATIONALITY: - Pakistani

DRIVING LICENSE: - Yes (UAE and Pakistan LIGHT VEHICLE)

MARITAL STATUS: - Single

PASSPORT NUMBER: - DC1859972

LANGUAGES KNOWN

Languages	Read	Write	Speak
English	Yes	Yes	Yes
Urdu	No	No	Yes

DECLARATION

- I do hereby declare the above details statements are true and correct to the best of my knowledge and belief.
- Project Portfolio can be provided upon request