



Shoaib Mirza

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Driving License UAE, Dubai

Work Experience:

- Bait Al Makoolat – (**Salesmen Cum Merchandiser**), (From March 2022 till date)
- Mira General Trading – (**Sales Executive**), (From March 2021 to March 2022)

To this effect, I am responsible for the following tasks:

1. Taking care of Sales, Purchase and Delivery of the Food Products.

- Geepas - (**Sales Executive**), (From Feb 2015 till March 2021),(<http://www.geepas.com/>),

To this effect, I am responsible for the following tasks:

1. Taking care of Sales, Purchase and Delivery of the Electronics items

- Calltronics LLC - (**Sales Executive**), (From Oct 2013 to Mar 2014),

To this Contract, I am responsible for the following tasks:

1. To conform the sales.
2. To Sale the Du Telecom Products.
3. To dealing with Corporate and Consumer Peoples.

- Aga Khan Education Service for Pakistan - (**Office Assistant**), (From Aug 2012 to Aug 2013).

To this Contract, I am responsible for the following tasks:

1. Day to Day work Assigned by Headmistress.
2. Assist Headmistress for daily affairs.
3. Receive Telephone and take appointment for teachers for parents meetings.
4. Assist to raise teaching aid, examination and office use stationary requisition.

- Ensign Communiqué (Call Center) - (**Sales Executive/Team Lead/Q-A**), (From May 2011 To July 2012).

To this Contract, I am responsible for the following tasks:

1. Taking Appointments, Sale products and lead the campaign.

- Aga Khan University - (**Unit Receptionist**), (From November 2011, To January 2012 Contract).

To this effect, I am responsible for the following tasks:

1. Provides Reception services for the unit.
2. Demonstrates efficiency in paging system including rush calls.
3. Updates daily census statistics of patients Transfer in/out. Admissions and discharges, birth and deaths.

- Aga Khan University - Institute For Educational Development
(**Data Enumerator** for AKES, P Teacher Studies),
(From Jan 2011 to April 2011 Contract).

To this Contract, I am responsible for the following tasks:

1. Undergo training on Data Collection, Data Entry, and Data Coding by using SPSS and Transcription Process required for the particular study.
2. Assist the research team with data collection (e.g. Questionnaire Management, Interviews etc), Data Coding, Transcription and Data Entry.

- Aga Khan University - Institute For Educational Development
(**Director Office Secretary/Faculty Office Secretary**),
(From Feb 2010 to Nov 2010).

To this Contract, I am responsible for the following tasks:

1. Typing and Filling of documents
2. Attending phone calls
3. Operating fax
4. Document distribution

ACADEMIC QUALIFICATION:

- Intermediate, 12th Standard (Commerce) (2007).
- Matric, 10th Standard (2005).

COMPUTER SKILLS:

- Able to work in MS Windows all editions.
- Ms Office all versions.
- Also know how to use internet, E-mailing & browsing.

PERSONAL INFORMATION:

- Date of Birth: 18th Oct, 1989
- Marital Status: Married
- Passport #: AT0915873
- Driving License: UAE