



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

Weight 68

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

School/College/University Name University of Peshawar

Passing Year 2008

PROFESSIONAL QUALIFICATIONS

Institute Name IBMS

Course Title BBA

Passing Year 2004

LANGUAGES INFORMATION

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

EMPLOYMENT HISTORY

Year Of Exprience 6

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

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.