**Muhammad Jasim**
Mobile Number: +97150-5036645
Email address: muhammad.jasim@outlook.com

### Personal information

Date of birth: 24 October 1986
Nationality: Pakistani
Passport number: AA8857661 Passport Expiry: 16th April 2027
Visa status: Temporary visa provided by last employer.
Licensed to drive in the United Arab Emirates, and owns a car
Status: Married
Address: Qusais Industrial Area 4, Al Darwish Building, 2nd floor, flat number 204, Dubai, United Arab Emirates

### Headline

With over 8 years of experience in video editing, sales, and marketing, I am dedicated to personal and professional growth. Extremely flexible, I can fit into any role and perform with 100% determination.

### Skills

* Advanced in computer usage, specifically Microsoft Windows and the Office suit.
* Basic to intermediate knowledge of Adobe Photoshop.
* Intermediate to advanced knowledge of Adobe Premiere Pro and Final Cut Pro.
* Possesses excellent team management skills as well as working among peers.
* Enhanced performance under pressure leading to achievement of set targets and goals on time.
* Eager to learn something new and use it to grow personally and professionally.
* Strong interpersonal as well as organizational skills
* Active, approachable and friendly personality
* Fluent in speaking and writing English and Urdu. Intermediate speaking and writing in the Arabic language.

### Education

* **Bachelor of Business Administration (BBA) Degree,** 2006-2010,Heriot-Watt University, Dubai
* **Association of Business Executives (ABE) Diploma,** 2004-2006, Eikon Institute, Dubai

### Professional Experience

**Live Censorship Executive at Intigral, Dubai Studio City**Date: 11 July 2011- 31 January 2019
Job description:

Main duties included seamless editing and censoring of content (through the custom made live video editing software “Catone”) to guarantee an appropriate and pleasant viewing experience. Other duties that fall in this are; to ensure that all promotional content is included within the programming timelines and that all edits are executed following the guidelines set by the Saudi Government.

Apart from these, my role also involves maintaining and updating daily logs in Microsoft Excel as well as send daily reports via email to the team leader and manager. Occasionally made monthly reports via Microsoft Excel and PowerPoint detailing every month's data in a presentable and easy to read/ digest format.

**Assistant Accountant at Equity Master Securities, Lahore Stock Exchange**Date: 18 December 2010- 28 January 2011
Job description:

* Cash receipts and payment vouching
* Transactional dealing with various banks
* Buying and selling of shares using the Ultra Trade System
* Dealing with clients
* Marketing of various stocks