

NAEEM UL HOQ

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Industrial Area No.1, Shj

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CAREER OBJECTIVES

To achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

EDUCATION QUALIFICATION

- Currently Pursuing BBA from London American City College, Sharjah
- Completed Tally ERP 9 Courses from Rolla Computer Institute, Sharjah
- Completed IATA Foundation Diploma in Travel and Tourism from Zabeel International
- Completed Secondary School from New Indian Model School, Sharjah

SKILLS

- Teamwork
- Communication Skills
- Working hard
- Cooperative

STRENGTH

- Good Communication and Convincing Skills.
- Ability to Deliver under Pressure/Extreme Pressure.
- Good Logical and Analytical skills.
- Good Management Skills.
- Team player as well as Individual Contributor.
- Good Management Skills.

WORKING EXPERIENCE

- Medical Administration in Al Siddiq Medical Centre
- Telesales Cum Sales Consultant in Web One L.L.C
- Ticketing Staff in Ahmed Hassan Johar Cargo & Tourism
- Ticketing & Reservation in Springfield Travel & Tourism
- Intern in Fazza Travels L.L.C

DECLARATION

I hereby declare that all the details mentioned above are the truth and fact as per my knowledge and hold the responsibility for the correctness of the above mentioned particulars.

PERSONAL PROFILE

Name	:	Naeem Ul Hoq
Date of Birth	:	04-06-1998
Nationality	:	Bangladesh
Marital Status	:	Single
Languages Known	:	English, Hindi, Arabic, Urdu & Bengali
Visa Status	:	Visit Visa

PASSPORT DETAILS

Passport No	:	A02881191
Place of Issue	:	Dhaka
Date of Issue	:	06/03/2022
Date of Expiry	:	05/03/2032

COVER LETTER

To Human Resources Manager,

Sub: application for the job “Any Suitable Post”.

Dear Sir,

I am currently looking for a job that would extensively make use of my Knowledge and Capabilities.

With due respect and humble submission, I would like to inform you that I am so much interested in your organization that's why I want to offer myself as an employee for a suitable post, I am punctual, attentive and, can adapt myself to balance the workload. I am very experienced in any kind of data entry-related field. As I am fast and accurate most of my work is effective and efficient.

With these skills and capabilities, I think I am a suitable person for the job, and if you give me a chance to be a part of your company. I have attached further details in my CV for your assessment and kind perusal.

Therefore, I will be very indebted if you allow me to work in your organization and bear out my potential.

Thank you for your time and consideration of my candidacy.

You're sincere,