

Mohammed Tariq
Mobile: +0790900900
E-mail mohammed_zubedi@hotmail.com

OBJECTIVE

Seeking a position in a progressive organization that has the need for an energetic, forward thinking individual, who offers opportunities for advancement in any business environment.

WORK EXPERIENCE

manoob services limited

[feb 2018 - current date]

- director
- general supplies and services
- construction works
- mostly involved with parastatals and government tenders

Governors office mombasa county

[january 2012 - jan 2018]

- personal assistant to the governor of Mombasa county

Jabel pack

[October-2010-2011] Al qouz , Dubai

Job Description:

- Sales executive. Deal with clients and meet their requirements in packaging mainly in boxes.
- Search for potential clients and set meetings with them.
- work with clients mainly in U.A.E region and Oman.

Starways clearing.

[June- 2009 – July 2010]

Mombasa, Kenya

Job Description:

- Clearing company that mainly dealt with clearing containers from KPA - Kenya Ports Authority.
- Worked with the KRA - (Kenya Revenue Authority) Simba Systems which was an online portal for agents.
- Met new potential clients.
- Also dealt with the transport department in regards to the lorries collecting containers.

Dubai Asset Management – Member of DPG [October 2006 – January 2009] U.A.E, Dubai

Job Description:

- Accurate capture of client data and service request on system.
- Regular follow-up on the status of the recorded service requests.
- Duly performed customer satisfaction survey upon completion of service requests.
- Handled handovers of apartment to the owners in Jumeirah Beach Residence.

Caphy International - World sites [May 2005-Octpber 2006]

U.A.E, Dubai

Job Description:

- Tele-marketing / Sales Executive for IP Phones and Internet Business Solutions.
- On call Technical Support Executive.

EDUCATION

Aptech College of Technology

Certificate in Business and Technology July-Dec 2004

Mombasa, Kenya

Shree Swaminarayan Academy

GCE 'O' Levels. June 2004

Mombasa, Kenya

Certified Professional Development Training Programs Attended: (by dubai properties)

Up Your Service! – Level 02 “Building Service Partnerships”

(By 'Up Your Service! College' – Attended August 17th – 18th, 2008)

ROPES (Reality Oriented Personal Experiences)

(By 'IDEAS Management Consultants' – Attended March 17th – 18th, 2008)

Up Your Service! – Level 01 “Achieving Superior Service”

(By 'Up Your Service! College' – Attended November 4th – 5th, 2007)

Simplification of Work Processes & Procedures

(By 'MEIRC Training & Consulting' - Attended May 2nd – 3rd, 2007)

ADDITIONAL INFORMATION

Volunteer work: National AIDS walk, Mama Ngina Charity walk, Presidential Awards charity drive clean and clear the town charity drive, Beach clean ups in Jumeirah.

Languages: Fluent in English and Kiswahili. Conversational Arabic.

Computer: MS Word (advance), Excel (advance), Power Point (beginner), Netscape Communicator and MS Internet Explorer.

Awards: Kenya Presidential Awards, Customer Service Care award, Royal Sporting House Sales Certificate.

Clubs: Swimming Club, V3 Marketing Club, Wildlife Club, Archery Club, Literature Club, Intercultural Society Club and Business club.

Interests: Traveling, Music, Fishing, Reading, and Cooking.

PERSONAL DETAILS

Date of birth : 30st October 1985
Gender : Male
Marital status: : Married
Nationality : Kenyan
Visa. : -

References Available Upon Request