

C/O CALLACREW: [INFO@CALLACREW.AE](mailto:INFO@CALLACREW.AE) +971 50 245 4584

**To,**

**The Personnel**

*On a suitable opening in your reputed company, I will make my work agreeable and enjoyable by the application and the best use of my talent, knowledge, aptitude and even instincts. I have the ability to be committed to my job and achieving results, with strong communication skills and capability to relate myself to people at all levels. I consider myself highly organized with a strong inter – personal as well as public relations skill. Self motivated and a fast learner, I work hard to maintain a professional and dedicated outlook towards my job.*

*Should I be given the opportunity to serve your organization, I assure you that I will execute the duties entrusted to me to the entire satisfaction of my superiors and of everyone linked to the organization. I hope I fill in your criteria of requirement; looking forward for an interview with this regard.*

*With best regards,*

*Mubammed Ismail*

**MUHAMMED ISMAIL**



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## **OBJECTIVE**

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To attain a challenging position in reputable and progressive organization that provides an opportunity for professional growth and where my qualification and experience are appreciated through demanding responsibilities.

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## **PROFESSIONAL EXPERIENCE**

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**May 01 2010 Till date Al Tareeq Al Wasiee Passenger Buses Transport Sharjah, UAE. ( Freelancer ).**

***Costumer/ Costume Assistant/ Costume PA/ Costume Transporter.***

### **Production Companies work with:**

Filmworks Dubai and Abu Dhabi, Filmasters Dubai, Dejavu Dubai, Robert and Sparks Dubai, N3 Production Dubai, Central Films Dubai, Phoenix Films Dubai, Film Pudding Dubai, Jukebox Production Dubai, S Production Dubai, Canopus Films Dubai, Al Katraz media services Dubai, Meraki Production Dubai, Epic Films Dubai, Joy Films Dubai, Whatif Production Dubai, Wild Media Dubai, Imagination Dubai, VIP Films Dubai, Rahbani Production Dubai, Big Kahuna Films, Rhino & Oxpecker Production, The Talkies Production, Magnet Production, Caravan Creative Production, Awesome Production, Gevenchy Production, T-Production, Capital D Production, Independent Films, Breakout Films, Burberry Production, Stroked Films, Milkshake Media, Navigation Films, Boomtown Production, Tango Production, Leo Burnette Production, Twofour54 Abu Dhabi, Image Nation, Star Ship Entertainment, Animation Art , Sharjah TV.

### **Projects :**

Etisalat BBDO sonic, Etisalat Cavier, Etisalat SWYP, Etisalat Smiles, Etisalat BBDM, Etisalat GEDAM, Etisalat Databonanaza, du, du Trust, Mobily, Saudi STC, Zain, STC Apple, STS Hajj TVC, STC Qitaf Tamayouz, Warid, Nissan, Toyota, VW, WG-KIA, GMC, Ford, Cheverlot, BMW, Hyundai, Saudi Hyundai Women, Jaguar, Mercedes, Audi, Sharjah Tourism, Sharjah Museum, Dubai Tourism DTCM, Abu Dhabi Tourism, Abu Dhabi Sports, Abu Dhabi TV, Pizza Hut, KFC, Redbull, McDonald's, Hardee's, Burger King, Maggi, Barrilla, Medcare, Atlantis, Adnoc, Samsung, Ikea, Toshiba, Asia Cup, Expo 2020, Homecenter, Emirates, Etihad, Air Arabia, Dubai mall, Mall of the Emirates MOE, Nike, Adidas, Veet, Nivea, Ponds, National Day 46, National Day 41, Saudi, STC Hajj Heroes, DP Dubai Port, MOH, Ooredoo Ramadan, Opera House Oman, New Eco, IMG World, Lipton, PIF SAUDI, Mubadallah Abu Dhabi, Building a Nation, The Founder Memorial, Black Horse, Cartier, Commemoration Day, Coca cola, 7up, Tryano, Aramex, Emaar, Nakeel, J&J, DDFC, Popeys, BBDO Gift, Quakers, DSF 2015, Nestlé Nido TVC, Nadec, Al Marai, Al Ain, Rani, DCCI-PRODubai TVC, Bas Mall, Dubai One, Sun quick, Marchers, Pampers TVC, Adnoc, Emarat, Oriflame TVC, FAB1, Emirates NBD, Mashreq Bank.

**Arabic Movies:**

- On borrowed times.
- The Turtle.
- The Family tree.
- Rashid and Rajab.
- The Letter Writer.
- The Ambush.

**French Series:**

- Mirage.

**English Movies:**

- Beware the Night.
- Fast and Furious FF7.
- Star Trek.
- Bourne Legacy.
- 6 Underground.
- Vanguard.
- Mission Impossible: Dead Reckoning.
- Dune 2
- Apex
- Nomad Now you see me 3 (NYSM)

**Korean Movie**

- The Foul King
- Everything will come true.

**Events**

- National Day 42
- Expo 2020

**February 25<sup>th</sup>, 2008 Till 30 March 2010 Al Maarij Private Buses  
Transport. Sharjah, UAE**

***Transportation Supervisor***

- Dealing with different companies for hiring of buses.
- Recruiting the drivers and training them on road safety rules and guiding them to new working locations.

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- Dealing with bank for the approval of loans for the purchase of new buses and handling their monthly installment given by the bank. And registering the buses under the name of Al Maarij Private Buses Transport.
- Preparing invoices and collecting cash and cheque and depositing them into bank
- Updating the daily, monthly and yearly work sheet of the employees and calculating their salaries.
- Fulfilling all the management goals and planning for new targets.

**October 15<sup>th</sup>, 2007 Till January 31<sup>st</sup>, 2008. Skyline Cargo and Bus Rental, P.O.Box 48795, Dubai, UAE.**

***Transport In-charge***

- Dealing with companies for the rental of buses.
- Keeping the drivers updated as per the management decisions and changes.
- Training them on the safety road rules, checking their regularity and punctuality and guiding them to new working locations.
- Submitting invoices to companies and receiving cash/cheque and depositing it into the bank.
- Preparing employees work sheet and calculating their salaries.
- Fulfilling all the tasks given by the management.

**February 1<sup>st</sup>, 2006 Till May 31<sup>th</sup>, 2007. Al Atheer Development And Management consultancy, Dubai, UAE.**

***Office Assistant***

- Arranging short and long term courses for the clients (like government sectors, banks, private companies) and updating them about the time schedule and dates to be held on.
- Booking venue at different hotels or places for the courses to be held.
- Arranging Visit Visas and booking tickets for the Faculty. Picking them and dropping them back to airport. Making reservations in hotels for the Faculties and updating them about the courses.
- Handling all the bank works. Depositing and withdrawing of cash/cheque given by the clients or management.
- Preparing certificates for the candidates after the courses.

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- Keeping the Management updated about all different day to day activities.
- Developing good business relationship with clients and other companies and keeping the updated about different and new courses.
- Achieving all the difficult tasks and goals given by the management.

**July 1<sup>st</sup>, 2005 Till December 31<sup>st</sup>, 2005. Al Safi Transport, P.O.Box 31685, Sharjah, UAE.**

***Accountant and Supervisor***

- Dealing with customers for rental of heavy equipments
- Handling of inflow and outflow of cash and updating day to day accounts.
- Handling the monthly installments given by bank.
- Dealing with bank, for the approval of loan for the purchase of vehicles.
- Registering the vehicles under the name of Al Safi Transport
- Developing good business relationship with customers and other companies.
- Fulfilling of goals given by the management

**January 1<sup>st</sup>, 2005 Till May 31, 2005 Citibank, P.O.Box 112596, Dubai, UAE.**

***Sales Officer***

- Worked as Credit Card sales officer
- Dealing with clients, collecting their documents and submitting in credit
- Getting the approval done. getting the companies listed with Citibank
- Reaching the target constantly. Achieving daily and monthly targets given by the management
- Opening current and saving accounts for all the customers. Closing on 20-25 cards per month
- Informing the customers about the new promotional events organized by the management. And also satisfying the customers with the information they need

**January 1<sup>st</sup>, 2004 Till December 31<sup>st</sup>, 2004 Al Ruwais Star Bus Rental, P.O.Box 32862, Dubai, UAE.**

***Marketing And Accountant***

- Dealing with companies for bus rental service

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- Handling of inflow and outflow of cash and updating day to day accounts.
- Developing good business relations with customers.
- Fulfilling of goals given by the management.

**March 1<sup>st</sup>, 2001 Till May 31<sup>st</sup>, 2003. The Book Mall, P.O.Box 23047, Sharjah, UAE.**

***Cashier cum Salesman***

- Handling incoming and outgoing cash.
- Day to day dealing with suppliers of goods and services.
- Undertaking weekly, monthly and yearly reconciliation, stock taking, and supplier account updating.

Attending customer needs. Also providing assistance in promotional events organized by the management.

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## **PROFESSIONAL SKILLS**

- Confident of being able to quickly turn academic learning in a range of IT areas (especially Web Designing, System/ Server Administration, and PC troubleshooting) and business practices (accounting, finance, marketing and human resource management) into professional skills relevant to the area of work
- Handling on with Microsoft Windows and NT Operating Systems, Microsoft Office Packages, C and C++ programming, Java Programming, Visual Basic, HTML and DHTML, and SQL Server
- Proven effectiveness in handling and processing a variety of tasks for a network of internal and external customers of the companies worked with.
- Confident, productive, responsible, fast learner.
- Established team player.
- Self motivated, organized, results oriented, achieves assigned Objectives
- Can work under pressure.

## **EDUCATION**

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2001 – 2005 **NATIONAL AMERICAN UNIVERSITY [Skyline College]**  
[Sharjah]

- BSc. (Bachelor Of Science) in Computer Information System

2001 – **Pakistani Islamic Higher Secondary School** [Sharjah]

- Completed Higher Secondary Education.

## **COMPUTER SKILLS**

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- Excellent Knowledge of Computer Skills including Microsoft Applications.

## **PERSONAL DETAILS**

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- **Date of Birth:** - September 20, 1982.
- **Period of Stay in Emirates:** - Since Childhood
- **Linguistic Skills:** - English, Urdu, Arabic
- **Written:** - English, Urdu, Arabic
- **Marital Status:** - Married
- **Nationality:** - Pakistani
- **Cell Phone:** - +971 50 7867817
- **Holding a valid UAE Driving License.**

## **INTERESTS**

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- Enjoy Various team sports such as basketball, volleyball and soccer.
  - In addition to my interest; a keen sports fan, both as spectator and participant especially a fan of many forms of motor sport.
  - I have a varied social life involving a wide circle of friends. Whilst at my school I was a perfect athlete. I also enjoy fishing and swimming on my weekends.
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