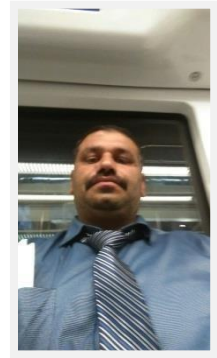


**Dear Sir/Ma'am**

I would like to apply for the position of AC tech cum driver any suitable position in your organization.

I think that my personal profile and job experiences correspond to your Company Vacant position requirements. In my previous career I have faced different challenges in market driver. I have wide experience in driving.



The career opportunity being offered by your organization is most suitable for my professional background. I look forward to new challenges to build positive customer relationship every day. I am very comfortable in working independently to meet company goals, as well as collaborate my best as a part of a team. I have always been able to establish and maintain excellent relationship with clients.

**My Professional skills**

- Built long term customerrelationships
- Build friendly relationship with customer and provide them with their required information and resolve their queries and taking ownership on all calls andqueries answers
- Provide training to the new employees on communication mannerism and waysof handling customer's complexenquiries

I am available for a personal interview at your convenience. Thank you

for your time

**MAHMOOD KHAN**

**AC Technician cum Driver**

**Tel: +971 56 66 27 324**

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# Mahmood khan

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## Objective

Looking for a growth orient position in your organization where I can enhance my skills in a competitive environment for a rapid growth of my career and to contribute towards for company goals by accepting challenges in a professional environment of the organization.

## Personal Profile

As a worker, I have been able to accept quickly and efficiently to my working environment. My exceptional interpersonal skills have enabled me to integrate with my colleagues and customers and develop valuable friendships. Positive and keen to succeed, I pick up skills quickly and apply them successfully, through both the use of initiative and the ability to comprehend instructions. I am an effective communicator who will inspire confidence in any employer.

## Academic Qualification

Higher secondary school passed

1 Year Diploma in HVAC

## Experience

Currently working in to a company Yousaf Khalil Al Moayyed Since 2015 as an HVAC tech cum driver maintenance and trouble shoot tech.

2 years' experience into hitches and glitches at Ras Al Khaima Govt. schools as HVAC Technician.

2 years' experience into Spinneys market all over UAE as an HVAC tech

7 years' experience into Saudi bin Ladin Company at Jeddah International Airport {KSA} as an AC tech cum driver.

3 years' experience to PAK SAUDI FERTILIZER CO AS an AC tech cum driver Sindh Pakistan.

I am repair Trouble shoot installation maintenance technician.

## Achievements

- Ability to deal with irate customers
- Have professional communication (written and verbal) and interpersonal skills.
- An understanding or knowledge of customer retention programs.
- Have superior telephone communication skills.
- Excellent teamwork, team building skills and cross function relationship management.
- Advanced empathy and active listening skills.
- Ability to enhance customer relationships to build mutually rewarding partnerships.
- Ability to work under pressure and demand.

## Skills & Expertise

- English
- Urdu
- Arabic

## Personal Data

Father'sName: Abdul Ghaffar Toor  
DateOfBirth: 30/04/1984  
Nationality: Pakistani  
PlaceOfBirth: Faisalabad  
PassportNumber: QJ4412214  
VisaStatus: Employment  
MaritalStatus: Married  
Religion: Islam  
Tel: +971 56 66 27 324 | +971 50 69 26349