**Guhram Muhammad Anwar**

**Mob: +971502571735**

**+923101234322 +923341110003**

 **Email : guhram.m.a@gmail.com**

**Objective:**

Seeking for a challenging and reward winning position, where I can solve challenging issues through my communication and public relation skills. To achieve organizational goals in best and possible manner and attain career development through excellent performance with the goals.

**Experience:**

 Feb`10-Aug`11 Ministry of Justice Abu Dhabi, UAE

 **Driver cum Public Relation Officer (PRO)**

 **.** Payments of traffic fines imposed on the vehicles.

 **.** Keeping track of drivers and the vehicles so as to charge the right person

 on traffic fines.

 **.** Arrangement of Medical Insurance Cards to new employees and renewel

 Of existing employees` cards.

 **.** Occasional visits to the immigration for getting updates of the visa status.

**Education:**

 2005-2007 Aptech Computer Training Institute Abu Dhabi, UAE

 **.** Higher Secondary School Certificate (I.Com,2nd Div.)

 **.** Major Courses: Accountancy, Economics, Computer Science, Business &

 Marketing.

**Computer Skills:**

 **.** A+

 **.** Microsoft Office, Microsoft Excel & Microsoft Word.

 **Bio Data:**

 **.** Father`s Name : Muhammad Anwar

 **.** Religion : Islam

 **.** Nationality : Pakistani

  **.** Marital Status : Single

 **.** Driving License : UAE light vehicle

  **.** Languages : Arabic, English, Farsi, Urdu & Balochi

  **.** Visa Status : Tourist Visa