

Nadeem Iqbal

V.P.O CHAK No 28

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Personal Information

Father's Name:	Muhammad Iqbal
Date of Birth:	July 01, 1978
NIC #	34401-2288457-1
Gender:	Male
Marital Status:	Married
Nationality:	Pakistan
Passport No	EQ 1332572
Expiry date	24/10/2017

Communication Skills

Korean	English	Urdu	Punjabi
written and spoken	written and spoken	National	Native

Career Objective

To acquire a responsible and challenging position in dynamic and progressive organization, which could give me the opportunity to utilize and enhance my skills for attainment of mutual goals and excellence. Perform efficiently as a team member or independently.

Education

TOPIK (Korea Institute of Curriculum and Evaluation)
(National University of Modern Languages Islamabad Pakistan)
Intermediated (12 Years) education
S. S .C

NUML, Islamabad
BISE, Gujranwala
BISE, Gujranwala

Computer Other Skill

Ms Word
Ms Excel

Professional Experience

One Year worked as a Admin Assistant (Korean Language interpreter)
SAMJIN INDUSTRIAL CO ,LTD

Baraka Ruwais U.A.E (Baraka Nuclear Power Plant Project)-Site Office
Abu Dhabi June 2014 to June 2015.

Duties and Responsibilities:-

Perform general clerical duties but not limited to: photocopying, scanning mailing and filing.

Manage Daily manpower report and to HSJV.

Send weekly work plan, weekly safety plan weekend safety schedule to HSJV.

Prepare Timesheet for workers.

Translating Korean to (Urdu) Hindi English regarding supervisor and workers

Problem or need on site regarding work medical sick leave and food for over time workers and report to admin manger.

Arrange the drivers schedule for overtime workers.

Arrange time card for workers.

4 Month worked as Admin Assistant in Ejung construction LLC (UAE)

2 years worked as a Korean Language Instructor in Asian language institute Rawalpindi.

2 years worked Koran Language instructor (interpreter) Galaxy institute (Pvt) Pakistan

5 years worked Korea B & A Co Ltd South Korea

Awards

Got award from Embassy of Republic of Korea Islamabad Pakistan on 03 July 2013.

Got a Certificate 3rd Korean Language speech from Embassy of Korean Abu Dhabi on 22 October 2015

Interests

Net surfing Traveling, Reading Newspaper Books reading love traveling make new friends, exchange culture and Languages