Muhammad

Muhammad.352104@2freemail.com

|  |
| --- |
| **OBJECTIVE** |

I am a highly disciplined and responsible individual, smart and well presented with pleasant and cheerful disposition and communication skills. I can work independently and as part of a team to obtain and welcome challenges that would enable me to advance both personally and professionally growth. My objective is to gain valuable experience in a professional environment which would add value to the business of organization.

|  |
| --- |
| **PROFESSIONAL WORKING EXPERIENCE** |

|  |
| --- |
| **Rehan Electronics as a Sales Executive Sep 2013 to Feb 2014** |

* To achieve weekly and monthly targets.
* Deals in all mobiles brands and mobile accessories.
* Deals with small mobile dealers and prepare daily sales report.
* Maintain petty cash.
* In the month visited 8 to 10 customer for the repayment amount.

|  |
| --- |
| **Life Line Medical Center as a Assistant Accountant Nov 2014 to March 2015** |

* Handle petty cash amount.
* Make salary sheet.

|  |
| --- |
| **ACADEMIC QUALIFICATIONS** |
| **Degree** | **Institution** | **Passing Year** |

**Metric (Science Group). Karachi Board, Karachi Pakistan. 2011**

**Intermediate (Pre-Engineering). Karachi Board, Karachi Pakistan. 2013**

**Diploma in Computer Software and IT. Aptech Computer Education, 2017 Karachi, Pakistan.**

|  |
| --- |
| **SHORT COURSES** |

* **Sales and Marketing.**
* **Front Desk Training.**
* **Client Handling Training.**
* **Human Resources/Public Relation.**

|  |
| --- |
| **SKILLS** |

* **Proficient in MS Office, with hands on experience in MS Word, MS Excel.**
* **Exploring the internet for research purposes.**
* **Quick learner and problem solver.**
* **Client handling.**
* **Convincing power by communicate.**
* **Hard working and dedicated.**
* **Highly adaptable with strong interpersonal skills.**
* **Team player.**

|  |
| --- |
| **LANGUAGES** |

* English
* Urdu

|  |
| --- |
| **PERSONAL INFORMATION** |

 **Nationality : Pakistani**

 **Marital Status : Single**

 **Date of Birth : 14th Nov 1994**