**Roshan.359194@2freemail.com**

**Roshan**

**CAREER OBJECTIVE:**

Seeking a challenging career in an esteemed organization where my talents can be utilized for the growth of the company as well as self, in an environment where team player role is significant and be considered as an asset by the employer. Learn, gain and implement.

**EDUCATIONAL QUALIFICATION**

Passed Matriculation from new cantt high school, Sialkot.

**OTHER TECHNICAL SKILLS**

Holder of Diploma in Computer Applications.

Hold driving permit for 2 wheelers/pick up and cars from Pakistan.

**Work Experience in UAE:-**

**Transguard group LLC (Dubai Intl Airport)**

Working as a Planning Coordinator.

My duty responsibilities is to update the data of regarding aircraft cleaning schedule

And daily update the data and check the inventory of MDC (Mini Deep Cleaning) store.

**Work Experience in Pakistan:-**

**PRESENT JOB (Sagar Shopping Mall):-**

2 year's and 6 months experience in related (Sagar Welfare Shop) shopping mall as a accountant/cashier

 i have a well experience in good displays, arrange all products with category, manage all staff and take good care of our reliable customers.

**Military welfare Complex (8 Division):-**

1 Year experience as a cashier under in military making the bills of those product’s whom customer’s brought from Welfare Complex.

**DHL Courier Express:-**

Worked as Data entry / telephone operator for a period of 2 years and 6 months in Operations department.

Job responsibilities; Updating data related to the courier packages for a quick Delivery with all the details of consignments.

Attend to the telephones calls in/out, divert calls to the concerned management/department/sections.

Follow up with the consignees for the smooth delivery of the consignment. Verify the data updated in the system, for management view and for their necessary action.

**Ice N Nut’s Coffee Shop & Restaurant’s:-**

1 years’ experience as a bar manager, specialist in making fresh juices, flavored milk shakes, American waffles & also making Cone Biscuit’s Material.

**COMPUTER SKILLS:-**

MS Office (MS Excel, MS Word, MS Power point, MS Front page), Internet Operations.

Adobe Photo Shop &CorelDraw

Hardware & Software installation.

I hereby certify that the above are true and correct to the best of my knowledge and ability. If given an opportunity to serve, I assure you that I will execute my duties to the total satisfaction of my superiors.