Salman

Alain, U.A.E

# E-mail: salman.362878@2freemail.com

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| **Objective:** |
| I am looking for a career that allows me to employ my skills and creative mind, yet at the same time provide opportunities for learning and subsequent growth. |

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| **Educational Qualification:** |
| **Bachelors In Commerce** | Dadabhoy Institude Of Higher Education-Karahi Pakistan in 2015 |

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| **Computer Skills:** |
| **Applications** | MS Office (Word, Excel, Power Point), Email & Internet Applications.Hardware,Networking,Peachtree |

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| **Professional Experience**  |
|  **Assistant Supervisor . Operantion**  | Presently working as a **Officer** at **EFU Life Assurance** , Karachi Pakistan Since 2012 to March 2017 Responsibilities are:* Process Fresh Business
* Documents Dispatching .
* Handing & meetings with Board of Revenue Of Pakistan.
* Clients Handling .
* Supervion Company Store .
* Maintaining Reports and Client Supporting Documents .
* Records Client Payment through Bank Statment and Cash.
* Member Of (System & Process Development Team).
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|  **Floor Team . Leader**  | Worked as a **Team Leader**  at **Makro Super Store** – Karachi , Pakistan. for a period of 1 years from 2011 to 2012.Responsibilities are :* Responsible for customer communication
* Cash handling
* Making daily sales report and submitting to head office
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| **Personal Information:** |
| **Name:** | **Salman**  |
| **D.O.B:** | 03-Oct-1993 |
| **Sex:** | Male |
| **Marital Status:** | Unmarried  |
| **Nationality:** | Pakistani |
| **Languages:** |  Read Write Speak

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| English | Yes | Yes | Yes |
| Urdu | Yes | Yes | Yes |

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| **Visa Status:** | Three Months Visit Visa . |

I here by declare that the above mentioned information is correct up to my knowledge and I take the responsibility for the correctness of the above mentioned particulars

 **Salman**