Salman

Alain, U.A.E

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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). |
| **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   |  |  |  |  | | --- | --- | --- | --- | | English | Yes | Yes | Yes | | Urdu | Yes | Yes | Yes | |
| **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**