**Muhammad**

[**Muhammad.365935@2freemail.com**](mailto:Muhammad.365935@2freemail.com)

**Objective**

To contribute towards the growth and development of a dynamic organization, where opportunities to grow both personally and professionally are ample and where I can utilize my skills effectively and efficiently.

**Professional Career Summery Accounts & Administration (3 Years)**

1. Working experience with **“Muhammad Yawer Supermarket”** as a **“Data Entry Operator”** from August 2016 To date
2. One year work experience with **“Hani Mall L.L.C”** as a **“Salesman”** from July 2014 to June 2015
3. One year work experience with **“Hani Mall L.L.C”** as a **“Cashier”** from July 2015

to June 2016

1. **Work Experience MUHAMMAD YAWER SUPERMARKET RAK, U.A.E**

**(My Job responsibilities are as under);-**

* Research and obtain further information for incomplete documents
* Apply data program techniques and procedures
* Generate reports, store completed work in designated locations and perform backup operations
* Scan documents and print files, when needed
* Keep information confidential
* Respond to queries for information and access relevant files
* Comply with data integrity and security policies
* Ensure proper use of office equipment and address any malfunctions

1. **Work Experience HANI MALL Ajman, U.A.E**

**(My Job responsibilities are as under);-**

* Handle cash transactions with customers
* Scan goods and collect payments
* Issue receipts, refunds, change or tickets
* Make sales referrals, cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information
* Greet customers when entering or leaving establishments
* Maintain clean and tidy checkout areas
* Keep reports of transactions
* Pleasantly deal with customers to ensure satisfaction

**Academic Profile (All Degrees are attested from University, Board, H.E.C and Ministry of Foreign Affairs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Specialization** | **University/Board** | **Passing** Year |
| Matriculation | Science | Board of Intermediate & Secondary, Education Faisalabad-Pakistan | 2010 |

**Computer Skills**

* Internet Searching
* Hardware assembling
* Networking
* Software and Window installation
* Photo Shop

**Personal Information**

Date of Barth: 1991-10-26

Place of Barth: Faisalabad

Nationality: PAKISTANI

Marital status: Single

Religion: Islam

**Declaration**

I hereby declare that all the above furnished details are true and correct to the best of my knowledge and belief.