****

 **MUHAMMAD**

**MUHAMMAD.367658@2freemail.com**

OBJECTIVE: To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability and High quality of work and am ready to take any kind of challenge and excel in my field.

**WORK EXPERIENCES:**

**Feb, 2013 up to present**

 **OFFICE assistance**

 **AL FUTTAIM MOTORS**

 **TOYOTA AL BADIA, DUBAI U.A.E.**

**Duties and Responsibilities:**

* Maintaining office file of cashier, including filing for easy access and retrieval (job cards).
* Providing Toyota Al Badia associates stationery supplies especially for the new comers.
* Assisting the associates for the maintenance and repair of office equipment up to the maximum level of the knowledge.
* Assisting other administrative staff in wide range of office duties.
* Collecting and distributing couriers or parcels among Toyota Al Badia associates.
* Responsible for proper arrangement and cleanliness of all Toyota Al Badia associates desk and pantry.
* Assist customers for any of their needs and queries and direct them to the concern personnel, moreover maintain personal grooming and professional appearance and good manners. Acknowledge the customer presence, greet customer with a smile and in a friendly courteous manner.

**FEBRUARY 2010 – SEPTEMBER 2012**

 **ACCOUNTING ASSISTANT**

 **The Sir Syed Memorial Society – ISLAMABAD**

The Sir Syed Memorial Society is working in Community & Government business activities it is located in 19 Ataturk Avenue, Federal Capital Area, Islamabad, G-5/1, Pakistan.

**Duties and Responsibilities:**

* Working with spreadsheets, sales and purchase ledgers and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.

**APRIL 2008 - OCTOBER 2009 Sells man**

 **CHEN ONE FASHION STORE**

 Super market Islamabad

**Duties and Responsibilities:**

* Keeping the display tidy and clean, i.e. responsible for proper arrangement of new display.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Keeping up to date with special promotions and putting up displays.
* Responsible for proper arrangement of all the stocks on display.

Handle the costumer with softness and advice the costumers properly.

* Responsible for general inventory in all category.
* A team leader when our shift in charge is on leave or out of duty.
* Responsible for daily, monthly and general inventory in the store.
* Monthly checking of expiration and make sure that the system for the item is followed.

**SKILLS**

* Excellent knowledge of MS Office with strong Excel skills
* Good communication and interpersonal skills
* Analytical skills and attention to details
* Good organization, time management and administrative skills
* Flexibility and willingness to multi-task
* Ability to work under pressure in a high paced environment

**Honours and Awards**

* Merit Certificate Mathematics Olympiad 2005 (Federal Directorate of Education Islamabad)
* Superstar Award (2015) at Al-Futtaim Motors

**Educational Background**

2001 D.A.E. Diploma of Associate Engineer Civil Technology

Pakistan Swedish Institute of Technology Rawalpindi Islamabad

2010 S.S.C Federal Government Boys Secondary School Islamabad Pakistan

**Personal Data**

Citizenship : Pakistani

Religion : Islam

Visa Status : On Residence Visa - Transferrable

Language : English, Hindi, Pashto (speak, read & write)

Civil Status : Single

Date of Birth : 3rd Jan 1990