



Al Reem Island, Abu  
Dhabi UAE



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## MUHAMMAD SHAVEZ



.....a highly motivated and multi faceted individual looking to embark on a reputed career.with the ability to adapt to a rapidly changing scenario and with Leadership.....

To further my job experience in this field and to give my maximum to the betterment of the company. Looking for opportunities to gain exposure in this field.....

### PROFILE DETAILS



14th Feb 1988



Married



Pakistan



GT5198612

Visa Status: Visit Visa

Joining: Immediate

### LANGUAGES



- Punjab ★★★★★ Native
- English ★★★★★ Working Profession
- Urdu ★★★★★

### TECHNICAL SKILLS



- Customer Service Training  
Amusement Service International, Pakistan

### CORE COMPETENCIES



- Excellent public relation skills
- Good interpersonal skills towards internal and external customers
- Quick learner
- Ability to make initiative
- Positive cooperative and professional approach
- Good teamwork skills.
- Adaptability.
- Strong attention to detail.
- Good organisation and planning skills.



### PROFESSIONAL QUALIFICATIONS & TRAININGS

- BA (Political Science)**  
Punjab University, Lahore, Pakistan (2012)
- F. A (Economics)**  
Government Degree College, Sohama Jhelum, Pakistan (2010)
- Matric (Science)**  
Government High School, KotDhamiak, Pakistan (2008)
- Attended Anti-Money Laundering Trainging**  
Foreign Exchange Remittance Group - in UAE



### PROFESSIONAL EXPERIENCE

- Delma Exchange** 2019  
Designation : Teller / Cashier  
Duration : From 2018 to April 2020
- Alam Group of Companies, UAE** 2018  
Designation : Cashier  
Duration : From 2015 to 2018
- Fun City, 101 Group of Amusement Service International** 2015  
Designation : Cashier  
Duration : From 2012 to 2015
- Al Fateh Store** 2012  
Designation : Cashier  
Duration : From 2011 to 2012
- Savoy Inn** 2011  
Designation : Guest House Manager  
Duration : From 2010 to 2011
- Dawn News** 2010  
Designation : FDO + Receptionist  
Duration : From 2008 to 2010
  - Making remittances to countries through products such as Transfast, Instant Cash, Telex Transfers, Western Union, IME, RIA Money, etc..
  - Buying and selling foreign currencies, accepting utility payments and credit card payments.
  - Handling all cash transaction of the organization including remittance services, foreign currencies, etc..
  - Receive payment by cash, cheque and credit card.
  - Checked daily cash accounts.
  - Guiding and solving queries of customer.
  - Supervise support staff, such as cook and housekeeper and direct them to their duties.
  - Keeping track of lodging inventory and cleanliness.
  - Maintaining records of incoming and outgoing guests, double check guest house maintenance and attending guest personal requests

## COMPUTER LITRACY



- Excellent Knowledge of MS Word, MS Excel, MS PowerPoint, E-mail & Internet

Ms Office Word



Ms Office Excel



Ms Office Outlook



## MY GOAL



“To work in an organization where I am given the opportunity to utilize my talents to the best of my ability, knowledge, experience and to obtain a meaningful and challenging position that enables me to gain further knowledge and experience and help me strengthen my future career path”

## PERSONAL TRAITS



- Having a friendly and engaging personality.
- Comfortable working with Team members.
- Having a confident manner.
- Helpful and polite.
- Well Organize and focus on day to day task.
- Quick Learner and easily adopt on work environment.
- Able to work as part of the team
- Ability to sort problem and find solution soonest possible.
- Initiative of doing other work when free without being asked



## Declaration

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge and belief, and I am willing to forward any other details you may require.

Muhammad Shavez