

## PERSONAL INFORMATION

### Name

Muhammad Humayun Ali

### Birthdate

22-june-2003

### Gender

Male

### Residence

Sharjah,UAE

### Nationality

PAKISTANI

## CONTACT

🏠 Sharjah

☎ 00971+553546386

✉ 226sha@gmail.com

📘 /muhammadhumayun.ali.786

📷 /xtreme\_5555/

## PROFILE

To obtain professional and technical excellence through sincerity and hard work in professional and caring organization that provides a promising career progression.

## EDUCATION

● 2022

Intermediate from Jauhar Degree College , Karachi

● 2018

Matriculation from The Vision School , Karachi

## EXPERIENCE

● 2020 - Present

### Mimar Emirates Engineering Consultants

IT Assistant , Sharjah

Provide everyday administration support including answering call, transferring calls, proofreading, data entry , distributing incoming mails, processing outgoing mails and operating printers , fax and copiers.

● 2019 - Present

### Amazon

Virtual Assistant

An Amazon seller virtual assistant is someone who works remotely to ensure that your Amazon Seller account is in great shape. They can take care of time consuming task including listing products on your store , responding to customer queries and concerns and doing daily Amazon Seller Central upkeep.

## LIST

- ✓ Good communication skills
- ✓ Adaptable to work in multilingual and cross cultural environment
- ✓ Identifying and resolving problems with effective solutions
- ✓ Efficient decision making
- ✓ Will ensure all administrative functions of the team are conducted accurately in accordance with laid down procedures
- ✓ Description of the point

## COURSE

2018

### AutoCad

Informatics Cultural & Computer Institute  
AutoCad 2D & 3D