

GHULAM MURTAZA



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itz_murtaza009



OBJECTIVE

Dedicated and detail-oriented office professional with a proven track record in administrative tasks, data management, and efficient office operations. Seeking a challenging role where my organizational skills, attention to detail, and strong work ethic can contribute to the smooth functioning of the office environment."



SKILLS

LANGUAGES

ENGLISH	PROFESSIONAL
HINDI	FULL
URDU	FULL
PUNJABI	NATIVE

INTERPERSONAL SKILLS

- Microsoft Excel
- Microsoft Word
- Adobe Illustrator
(for documents editing)
- Microsoft Power Point
- Office Management
- Documents Controlling
- Punctual
- Fast Learner



VISA DETAILS

Visa Status	:	Visit Visa
DATE OF ISSUE	:	01/01/2024
DATE OF EXPIRY	:	01/03/2024



HOBBIES



GAMING



SHOPPING



PHOTO
GRAPHICS



TRAVELING



WORK EXPERIENCE



2019-2021



SIALKOT, PAKISTAN

CAHSIER & COUNTER SALES PERSON LIFE CARE PHARMACY

- Engaged customers with a positive and welcoming demeanor, providing exceptional service and assistance in product selection at the sales counter.
- Demonstrated in-depth knowledge of products and services, effectively communicating features and benefits to customers to drive sales and meet targets.
- Managed cash transactions accurately and efficiently, processing payments, providing change, and ensuring a seamless and secure checkout experience for customers.



2021-2023



SIALKOT, PAKISTAN

DOSUMENTS CONTROLLER MC AUTOS, SIALKOT

- Managed and organized a comprehensive document control system, ensuring efficient tracking, retrieval, and distribution of critical project documentation.
- Developed and implemented standardized document control procedures, ensuring compliance with industry regulations and project requirements.



2023-AT PRESENT



DUBAI, UAE

DATA ENTRY OPREATOR & ASSISTANT ACCOUNTANT CREATIVE ROOTS TECHNICAL SERVICES

- Executed precise and efficient data entry tasks, consistently meeting quality and accuracy standards in inputting financial and operational data into company databases.
- Assisted in the preparation and analysis of financial statements, demonstrating a strong understanding of accounting principles and financial reporting requirements

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

SIGNATURE