

Dubai, UAE

CERRICULUM VITEA

Muhammad Saad

To begin my career with an esteemed organization that will utilize my management, supervision and administration skills to benefit mutual growth and success. My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

.

**Professional Summary**

**Professional Experience**

**Education**

Saadmuh98@gmail.com

Data Analysis in Validation Intern, Blue LLC, Abu Hail, September 2020 – April 2021

Data Validation of Service Reports and Invoices, BLUE LLC, Abu Hail, June 2021 – August 2021

Matriculation in Science

Pakistan Education Academy

 Dubai, UAE

2010 -2015

High School

English Language School

 Dubai, UAE

2002 -2010

Currently studying BBA in SZABIST University - Last Semester

MS Office (MS word, MS PowerPoint, MS Excel)

IRIS Power scan

Excellent Communication

Problem Solving

Leadership

**Technical &Soft Skills**

055-5545290