**Sumera Arz Muhammad**

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E-mail: sumeraarz97@gmail.com

**CAREER OBJECTIVE**

Seeking a suitable position, looking for substantial responsibility where my hard work and efforts would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer at the same time give me career advancement opportunity.

**STRENGTHS**

Hardworking, Self confident, Good at my work and Interpersonal skills, Discipline, Positive thinking and qualities of flexibility and adaptability, excellent knowledge to ensure accurate customer query detail to resolved or routed to the appropriate resolving group with the minimum of delay. Ability to work under pressure within team and individual measured targets. A genuine desire to deliver a first-class service. Excellent time management skills.

**PROFESSIONAL EXPERIENCE**

 **Administrator Assistant- Dubai, UAE**

**Al Huda Organization**

**Cashier- DWTC, UAE**

**Gitex**

**Customer Service- Dubai, UAE**

**Gems Our Own Dubai**

**Cashier- Dubai, UAE**

**Threads**

**Cashier- DWTC, UAE**

**Gulfood**

**Sales - mirdif city centre**

**Modhesh**

**Cashier – DWTC , UAE**

**Loreal event**

**USHER – CITY WALK**

**The monster**

**Sales associates- MIRDIF CITY CENTRE**

**Virgin megastore**

**VOLUNTEER EXPERIENCE**

Volunteer for UAE National Day event – 2017-2018

Volunteer for Holi Event at Bab Al Shams - 2016

Volunteer for Dubai Cares Event – 2018

Volunteered for Town Square carnival

**EDUCATIONAL QUALIFICATIONS**

***Student:*O’ Level –Dubai,UAE**

**SPECIAL SKILLS**

**Can work excellently on MS-Office programs like Microsoft Word, Excel, PowerPoint, Open Office & Internet.**

**PERSONAL DETAILS**

Name: Sumera Arz Muhammad
Date of birth: 1 January 2001

Nationality: Pakistani

Marital Status: Single

Gender: Female
Languages known: English & Urdu (Reading, writing and speaking)
Visa Status: Fathers sponsorship

**DECLARATION**

I hereby certify that the above records are true and correct to the best of my knowledge and beliefs.