



Muhammad Adil Qaiser

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SUMMARY

Seeking a challenging opportunity to utilize my personal skills and abilities. I am looking forward and to grow professionally to career support training. Personal life development and in which self- confidence, motivation, good ethics, team working, effective public speaking, personality assessment.

Greeting and welcoming guests and providing them with a positive first impression of the organization. Directing guests and answering their questions. Notifying other workers of visitor arrival.

Versatile receptionist with a friendly telephone manner and exceptional written and verbal communication skills. Customer-focused with creative problem-solving skills suitable for supply management and customer service

Exceptional communication, teamwork, and leadership skills. Demonstrated aptitude to learn latest technologies and looking forward to being promoted specifically in my practical life. Confident communicator, strategic thinker, and innovative creator to implement Marketing latest techniques that is customized to meet a company's organizational needs, highlight their core competencies, and further their success.

To observe that how much capable I'm, just give me a chance to prove myself in-front of you.

EXPERIENCE

- One and half year worked as (Sales and Marketing Officer) in Taiga Apparel Lahore, Pakistan.
- Three Years at Ali Health and care (Receptionist/Customer Service) Multan, Pakistan.
- One Year at Ideal Mall (Receptionist) Multan, Pakistan.
- **Diploma in Windows Application**

Got a good understanding of following

MS office (Word, Excel, Power point, database)

SKILLS

- | | |
|---|---|
| • Basic Software Knowledge. | • Time management |
| • Spreadsheet software (Microsoft Excel, Google Sheets) | • Data analysis |
| • Verbal and Written Communication Skills | • Customer service skills. |
| • Multi-tasking | • Financial management |
| • Critical thinking. | • Organizational and time management abilities. |
| | • Analytical and problem solving skills. |

EXPERTISE

- Basic knowledge of Generally Accepted Accounting Principles
- Ability to multitask effectively.
- Experience with business intelligence software
- Commercial Acumen and a Strong Client Focus.
- inputs data into database systems and periodically creates reports based on the information.
- It is an important role as information in these systems is only valuable if it is accurate, up to date and usable.
- Teamwork and Collaboration
- Good accountants are ethical, diplomatic and have well-developed people skills that enable them to develop trust and rapport with their clients.

EDUCATION

Bachelor in Engineering

Bahauddin Zakariya University Multan, Pakistan

2016 – 2020

High School | Intermediate in FSc. Pre Engineering

Nishat College of Science Multan, Pakistan

2014– 2016

Science | Matriculation

Nishat Boys High School Multan, Pakistan

2012 – 2014

DETAILS

Date of Birth:	10-06-1998
Visa Status:	Visit-Visa valid till: 1-6-2022
Notice Period:	Immediate
Nationality:	Pakistani
Address:	Dubai
Language:	English, Urdu,

REFERENCE

References will be furnished on demand.