

CURRICULUM VITAE

Ghulam Hussain

AL AIN U.A.E

Contact No: 0524289966

Email: ghulam.asiapalace@gmail.com



Career Objective

Seeking a challenging and prospective career opportunity. Which utilizes the skills I possess by the virtue of qualification and working experience. To its full extend for the betterment of the company as well as myself.

Work Expericance

SALES MAN: 4 YEARS EXPERIENCE

ASIA MOBILE PHONES L.LC, AL AIN, ABU DHABI

❖ Duties and Responsibilities

- Selling all kinds of mobiles (Samsung. IPhone , HTC , Huawei , Lenovo and Nokia)
- Greets people who walk in the store; respectfully asks if they need assistance.
- Provides educated recommendations based on customer's needs and objectives.
- Assists customers in finalizing the purchase of the product; processes type of payment and make sure customer is given a receipt and exact change.
- Immediately attends to customer complaints and works to have it resolved in the fastest way possible,
- Keeps the store clean and orderly.

ACCOUNTS ASSISTANT: 2 YEARS EXPERIENCE

ASIA PALACE MOBILE PHONES L.L.C. AL AIN, ABUDHABI

❖ Duties and Responsibilities

- Working with spreadsheets, sales and purchase ledgers and journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Assists with month-end inventory; prepares necessary reports.
- Petty cash handling.

Computer Skills

- MS Word
- MS Excel
- Internet Surfing
- FOCUS V6

Educational Qualification

- Bachelor of Arts
- Secondary school Certificate

Personal Details

➤ Name	:	Ghulam Hussain
➤ Father's Name	:	Muhammad Ramzan Brohi
➤ Date of Birth	:	01/02/1992
➤ Nationality	:	Pakistan
➤ Gender	:	Male
➤ Religion	:	Muslim
➤ Marital Status	:	single
➤ Languages	:	Arabic , English , hindi , urdu , balochi, sindhi
➤ Visa status	:	employment Visa

Passport Details

• Passport No	:	UZ6896993
• Date of issue	:	09/11/2017
• Date of expiry	:	08/11/2022

Deceleration

I hereby declare that the information furnished above is true to the best of my knowledge and belief .

Ghulam Hussain