|  |  |
| --- | --- |
| **MUHAMMAD RIZWAN**  **Email: rizyjan3@gmail.com**  **Address: Al Barsha 3 Dubai UAE.**  **Cell # +971 54 496 1239** |  |

**OBJECTIVES:**

To associate with vibrant organization which allow me to put my competencies to the best use and add value to the organization contributing to growth as individual.

**PERSONAL STRENGTHS**:

Excellent interpersonal and communication skills, able to adapt on changing work pressure.

**EMPLOYMENT DETAILS:**

**SARDAR BOOK CENTER.**

10 YEAR OF EXPERIENCE AS STORE KEEPER

Duties and Responsibilities Performed

* Answer and direct phone calls.
* Prepare and monitor invoices.
* Develop administrative staff by providing information.
* Coordinate office procedures.
* Maintain up-to-date employee holiday records.

**ACADEMIC BACKGROUND:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Session** | **Institute** | **Board/University** |
| F.sc | 2011-2012 | GDC Thana | BISE Malakand |
| SSC | 2009-2010 | Lalazar Public School Thana | BISE Malakand |

**LANGUAGE PROFICIENCY:**

**Reading Skills Writing Skills Verbal Skills:**

* English Excellent Excellent Excellent
* Urdu / Hindi Excellent Excellent Excellent
* Arabic Good Good Familiar

**LICIENCE:**

* Place of Issue Dubai UAE
* Driving License No 4033609
* Issue Date 30 July 2020
* Expiry Date 30 July 2022

**TECHNICAL SKILLS:**

* Microsoft Office.
* Windows.
* Email protocol.

**GENERAL SKILLS:**

* Hardworking and Responsible
* Ability to work individually / group as well.
* Co-operative and Motivate.
* Reporting Skills

**PERSONAL DETAILS:**

Father’s Name Muhammad Sardar

Date of Birth 17 April 1992

Nationality Pakistani

Religion Islam

Passport No: GN9894782

Visa Status Own Visa

**References**

* Shall be provided on demand.