

MUHAMMAD TOUSEEF SARWAR



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DESIRED POSITION

SALES REPRESENTATIVE/ACCOUNTANT/ADMINISTRATIVE
MANAGEMENT.

CARERS OBJECTIVE

TO SECURE A CHALLENGING POSITION IN A REPUTABLE
ORGANIZATION TO EXPAND MY
LEARNINGS, KNOWLEDGE, AND SKILLS.

TOTAL 7-YEARS EXPERIENCE.

SALES AND MARKETING.

BAB-AL-SAAD AC UNIT FIX CONT. UAE DUBAI.

FROM

JANUARY-2016 TO TILL DATE.

RELATIONSHIP OFFICER

ISLAMIC BANK PAKISTAN DUBAI.

FROM

2015 TO 2016

ASSIST ACCOUNTANT

IKHWAN CALCIUM PVT LTD.

FROM

2014 TO 2015

STORE MANAGEMENT

LALA TEXTILE INDUSTRY PAKISTAN

FROM

2012 TO 2014

ACADEMIC QUALIFICATIONS

BACHELOR'S IN **B.COM**

UNIVERSITY OF THE PUNJAB – LAHORE

FROM

2013

HIGH SCHOOL OR EQUIVALENT IN

I.COM

PUNJAB GROUP OF COLLEGE – GUJRANWALA

FROM

2009 TO 2011

SSC

BISE GUJRANWALA – GUJRANWALA

APRIL 2009

CMA SEMESTER 3 (CONTINUE).

INSTITUTE OF COST AND MANAGEMENT ACCOUNTS OF
PAKISTAN.

SKILLS

MICROSOFT OFFICE (8 YEARS)

LANGUAGES

ENGLISH

URDU

PUNJABI

ARABIC

PERSONAL DETAILS

NAME	MUHAMMAD <u>TOUSEEF SARWAR</u>
D/B	09-02-1994
NATIONALITY	PAKISTANI
VISA STATUS	EMPLOYMENT
VISA EXPIRY	30 DAYS NOTICE PERIOD

PERSONAL SKILLS

- EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS
- EMPATHIC LISTENER AND PERSUASIVE SPEAKER

WRITING CREATIVE OR FACTUAL

- SPEAKING IN PUBLIC, TO GROUPS,
- EXCELLENT PRESENTATION AND NEGOTIATION SKILLS
- THRIVE IN A TEAM ENVIRONMENT AND WORK WELL WITH OTHERS
- ENJOY WORKING AS A TEAM MEMBER AS WELL AS INDEPENDENTLY
- TEAM LEADER AND TEAM PLAYER

DECLARATION.

I HEARBY DECLARE THAT THE DETAILS FURNISHED ABOVE ARE TRUE TO BEST OF MY KNOWLEDGE.

MUHAMMAD TOUSEEF SARWAR.