



# MUHAMMAD AAMIR

## CONTACT

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## EDUCATION

September 2022  
Bachelor of Arts and  
Humanities:  
**Allama Iqbal Open University,**  
Islamabad, Pakistan

May 2019  
Higher Secondary School  
Certificate:  
**Allama Iqbal Open University ,**  
Islamabad, Pakistan

August 2011  
High School Certificate:  
**BISE DG Khan,** Pakistan

## PROFESSIONAL SUMMARY

To Improve My Personal And Professional Skills By Working Challenging Atmosphere. Seeking for substantial responsibility where my past and varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will gain me a career advancement opportunity.

## SKILLS

- Workers' Compensation Knowledge
- Data Entry Documentation
- Document Scanning
- Customer Service
- Social Media Handling
- Data Collection
- Office Management
- File Clerk
- Microsoft Office
- Critical Thinking
- Warehouse Packer

## EXPERIENCE HISTORY

14/09/2023 – CURRENT Dubai , United Arab Emirates  
**SCANNER OPERATOR DUBAI ELECTRICITY & WATER AUTHORITY**

30/05/2021 – 15/05/2023 Emirates Hill, UAE  
**HOUSEKEEPING JANG MEDIA GROUP**

10/04/2020 -14/04/2021 Dubai, UAE  
**OFFICE BOY DATA DIRECT GROUP (GEMS SCHOOL)**

20/03/2019 – 10/03/2020 Dubai, United Arab Emirates  
**WAREHOUSE ASSISTANT STERLING PERFUME INDUSTRIES LLC DUBAI**

01/01/2016 – 04/03/2017 Taunsa , Pakistan  
**SOCIAL MOBILIZER COMMUNITY & VOLUNTEER EXPERIENCE CHIPS TRAINING & CONSULTANT**

01/01/2014 – 01/01/2016 Islamabad , Pakistan  
**OFFICE ASSISTANT SAVOUR FOODS**

## HONOURS AND REWARDS

14/04/2010  
**Captain Of Football Team:  
Winning the tournament of  
Football in School as a Captain**