

M U H A M M A D S U B H A N



CONTACT



+971 52 426 4293



sk9087137@gmail.com



23 B Street - Hor Al Anz ,Dubai
United Arab Emirates

EDUCATION

Intermediate

DHA SKBZ College
Khayabane Rahat DHA Ph 6
2016 - 2018

Matriculation

DHA MODEL HIGH SCHOOL PH -7
14th Lane Khayabane Hilal Dha PH -7
2014 - 2016

SKILLS

- Canva Designing
- Computer Operater
- Multitasking
- Problem Solving
- Team Collaboration
- Event Coordination
- Facilities Management

LANGUAGES

English (Fluent)

Urdu (Native)

OBJECTIVE

To secure a challenging position in a dynamic organization where I can utilize my skills, education and experience to contribute effectively to the company's success and further enhance my professional growth.

EXPERIENCE

Cashier

Cafe Salwa
Jun 2017 - Nov 2018

- My Job was to processing customer transactions, handling payments, providing excellent customer service, managing cash registers, resolving issues, maintaining product knowledge, adhering to security protocols, and collaborating with colleagues.

Assistant Manager

Pro Athletic Sports and Fitness
Feb 2019 - Mar 2023

- "Managed and organized executive calendars, scheduling meetings and appointments with precision. Maintained and updated company records, databases, and filing systems to ensure accuracy and accessibility. Handled incoming calls and emails, routing inquiries to appropriate team members and resolving routine issues independently. Managed office supplies, inventory, and procurement, optimizing cost-efficiency. Coordinated and managed cricket matches and events, ensuring a smooth operation and excellent spectator experience. Supervised groundskeeping activities.

Warehouse Assistant

Abbasi Caterer and Decorators
Mar 2023 to Sep 2023

- Experience as a warehouse assistant in event management, involving tasks like organizing event materials, managing inventory, and assisting in event setups and takedowns. Demonstrated strong attention to detail and organizational skills in a fast-paced environment.

CERTIFICATIONS

- MS OFFICE World Computer Institute (2019)
- IELTS EXAM British Council (2020)