



MUHAMMAD BILAL

Sales Executive , Cashier , Receptionist.



MORE ABOUT ME

Email:

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Contact: +971 542421047

Location: Deira, Dubai

Date of Birth: 26-05-2002

Marital Status: Single

Nationality: Pakistani

Passport No: EX3706521

Visa Status: Own visa

(Valid till: 20-01-2027)

HOBBIES / SKILLS

- Reading Books
- Listening to Music
- Travelling

COMPUTER SKILLS

- Microsoft office
- Data entry
- Photoshop
- Adobe Acrobat

LANGUAGES

- English
- Arabic
- Urdu

EXECUTIVE SUMMARY

- Professional, energetic, and personable salesperson with experience completing sales, helping customers, and operating cash registers in a fast-paced environment.
- Responsible for finding innovative products solutions for customers and business partners, maintained long term relations with stakeholders for expanding businesses and increasing profits.

WORK EXPERIENCE

Receptionist

(From Apr 2018 to June 2020 – Hotel Ravi View and Restaurant, Pakistan)

Task & Responsibilities:

- Meeting and greeting all visitors to the office.
- Answering telephone calls in a timely fashion, taking clear and detailed messages.
- Overseeing the meeting room bookings.
- Arranging catering for meetings and events.
- Managing office supplies.

Cashier

(From September 2020 to Aug 2022- Zona Zero Readymade Garments LLC, Dubai, UAE)

Task & Responsibilities:

- Take cash, credit and debit payments.
- Manage transactions with customers using the point of sales system.
- Issue receipts, refunds, change or tickets.
- Resolve customer complaints and concerns.
- Reconciling cash drawers and sales receipts.
- Working with the team to meet store sales goals.

Sales executive

(From October 2022 to October 2024- Miami Beach Cosmetics (Millia) Sharjah, UAE)

Task & Responsibilities:

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Working towards monthly or annual targets.
- Arrange the display in proper order.
- Develop communication gain trust of the customer for better marketing result.

COMPLEMENTARY EDUCATION

- Secondary school certificate (S.S.C)
- Higher secondary school certificate (H.S.C)
- Bechelour of arts (B.A)
(Second year completed)