



MUHAMMAD HANZLA

Passport: AF6719381 **ID:** 784-1999-9273042-6

Work permit: Emirati (United Arab Emirates) **Nationality:** Pakistani

Date of birth: 13/01/1999 **Place of birth:** Bahawalpur, Punjab, Pakistan

Gender: Male **Phone number:** (+971) 553818690

Phone number: (+971) 563435072 **Email address:** www.hanzla85@gmail.com

Home: International City, Dubai, 00000 International City (United Arab Emirates)

ABOUT ME

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

WORK EXPERIENCE

Cashier cum Sales Associate

Trust Value Supermarket [27/02/2023 – 20/12/2024]

City: Jumeirah Village Circle | **Country:** United Arab Emirates

- Giving good customer services.
- Scanning goods and ensuring pricing is accurate.
- Managing transaction with customer either card or cash.
- Manage the daily operation of supermarket (Uploading cash register and maintain the inventory).
- Good coordination with vendor as needed.
- Very expert with POS (Point of Sales) devices.
- Ability to work with a team in a high manner way.
- Advertised new items with customer as needed.
- Operating cash registers, managing financial transactions and balancing drawer.
- Superior product knowledge.
- Ability to stand periods of time.

Computer Operator

Capital College [17/02/2020 – 15/02/2023]

City: Yazman | **Country:** Pakistan

- Labels and sorts document files.
- Perform students fee records.
- Operates and perform maintenance of office equipment.
- Maintain professional appearance and behavior.
- Excellent communications and multitasking skills.
- Strong ability to work individually and as a team member.
- Advanced in MS office (Word, Excel, PowerPoint).
- Provide coverage of main phone and front desk in Dean's office as needed.
- Serve as resource to faculty, staff, students and public responding to questions regarding the programs and school.

EDUCATION AND TRAINING

Bachelor of Computer Science

Islamia University of Bahawalpur [17/06/2017 – 14/07/2021]

City: Bahawalpur | **Country:** Pakistan | **Website:** <https://www.iub.edu.pk/> | **Level in EQF:** EQF level 5

Computer Application & Office Professional (CAOP) Diploma

Vocational Training Institute [15/07/2019 – 15/08/2020]

City: Bahawalpur | Country: Pakistan | Website: https://punjab.gov.pk/bahawalpur_vti | Level in EQF: EQF level 8

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C2 **READING** C2 **WRITING** C1

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C2

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Social Media