

PERSONAL PROFILE



MUHAMMAD MURSALEEN

Gender: Male

Nationality: Pakistan

Date of Birth: 01/03/1997

Marital Status: Married

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PASSPORT DETAILS

Passport No: BY0910171

Issue Date : 02/08/2024

Expiry Date: 01/08/2029

Visa Status: Employee Visa

Emirates Id

No:784-199720207796

Issue Date:15/10/2024

Expiry Date:14/10/2026

EDUCATION

Bachelor Commerce

LANGUAGES KNOWN

Hindi, English, Urdu

CAREER OBJECTIVES

To be associated with a well-established company that will provide good opportunities for my growth and career advancement. To handle challenging jobs that will enhance my analytical ability and decision making.

SKILLS AND ABILITIES

- ❖ Good Communication Skills
- ❖ Attention to detail
- ❖ Communication
- ❖ Product knowledge
- ❖ Time management
- ❖ Interpersonal communication
- ❖ Computer literacy
- ❖ Problem solving
- ❖ Teamwork
- ❖ Conflict resolution
- ❖ Multitasking.

EXPERIENCE

- ❖ 2-Year Working Experience as a Assistant Manager in Baby Shop Karachi - Pakistan
- ❖ Presently Working Experience as a Crew Job in Mc Donald-Dubai UAE from (2022) till (2025)

DUTY & RESPONSIBILITIES

Assistant Manager Responsibilities

- ❖ Assisting the general manager in organizing, planning and implementing strategy.
- ❖ Coordinating day-to-day operations.
- ❖ Ensuring that company guidelines are followed.
- ❖ Setting up and organizing schedules.
- ❖ Devising and setting up objectives to boost company productivity

Mc Donald Crew Responsibility

- ❖ Manage food preparation, maintain cleanliness and punctuality while effectively support customers in daily transactions with suggestive selling methods.
- ❖ Utilize customer service skills while displaying creativity with culinary art to ensure a positive atmosphere for all guests and co-workers.
- ❖ Provide genuine customer service to all guests, daily use of computerize POS terminal, adhere to training guidelines of company.
- ❖ Communicate clearly and positively with coworkers and management, master point-of-service (POS) computer system for automate order taking.
- ❖ Maintain waste and HACCP logs.

DECLARATION

I, hereby declare that all above information is true to the best of my knowledge and belief

MUHAMMAD MURSALEEN