



MUMTAZ HUSSAIN

SALES MANAGER | CASHIER | ADMINISTRATOR | ACCOUNTANT

CONTACT



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Sharjah, United Arab Emirates

PERSONAL INFORMATION

Name : MUMTAZ HUSSAIN

Nationality : Pakistani

Date of Birth : 20/04/1999

Marital Status : Single

Passport No : KX6897883

Expiry Date : 12/02/2033

Visa Status : Own visa

Visa Validity : 24/07/2025

DRIVING LICENSE DETAILS

Issue Date : 13/12/2023

Expiry Date : 13/12/2025

Permitted vehicle : Light vehicle

SKILLS & ABILITIES

- Client acquisition and retention
- Goal setting and forecasting.
- Communication & Leadership
- Self-motivation.
- Organization.
- Time management.
- PHP
- JavaScript & HTML
- MS Office

CAREER OBJECTIVES

I am looking for a suitable position that can offer me new experiences and growth potential to utilize and expand my interpersonal, technical and organizational skills. Also to gain experience and knowledge in the specific field and capabilities by being productive for the organization and the society.

WORK HISTORY

DESIGNATION : SALES MANAGER
COMPANY : AREEB MOTORS PVT.LTD, Karachi, Pakistan
DURATION : Jan 2020 to March 2023

DESIGNATION : CASHIER
COMPANY : SONERI BANK LIMITED, Karachi, Pakistan
DURATION : Jan 2018 to 2020

DESIGNATION : COMPUTER OPERATOR or DATA ENTRY CLERK
COMPANY : M/S OWAIS & CO. Karachi, Pakistan
DURATION : Jan 2017 to Jan 2018

Duties and responsibilities

- Greeting visitors.
- Managing security and telecommunications systems.
- Handling queries and complaints via phone, email and general correspondence.
- Transferring calls as necessary.
- Check for stock at other branches or order requested stock for customers.
- Elevate complaints to management.

EDUCATIONAL QUALIFICATION

SOFTWARE ENGINEERING

Diploma APTECH Learning, Karachi - 2023

INTERMEDIATE

Commerce, Malir Collage, Karachi - 2020

MATRICULATION

Karachi Board, Oxford Grammar School - 2015

LANGUAGES KNOWN

- English
- Urdu
- Arabic – Limited Proficiency

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and can be substantiated with relevant documents if required.

- MUMTAZ HUSSAIN