







MUHAMMAD HARIS

TEAM LEADER

Office Administration | Documentation and Control | Documents Conversion | Accounts Management | Management Skills | Writing Reports | Meeting Arrangements | Calendar Management | Recordkeeping | Organizational Skills | Mail Handling | Mail Distribution | Presentation Skills | Communication Skills | Flexibility and Adaptability

CONTACT INFO

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-  harisbaloch007@gmail
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-  sardarzadafasi007

EDUCATION

- 2013 - 2015
B.A
University of Punjab
- 2012 - 2010
Matric Sciences
Govt.High school

SKILLS

- Team leading
- Management
- Digital marketing
- Marketing
- Communication

WORK EXPERIENCE

Sky Connection LLC

Assembly Line Incharge February 2023 - Continue

- Work with development engineers to test product features and functions
- Work with development engineers to validate corrected problem reports
- Troubleshoot and analyze problem reports to help determine root cause of the reported issue

Sunway Restaurant FZCO

Team Leader May 2022 - February 2023

- To be responsible and accountable for the operational running of their area of responsibility.
- Ensuring colleagues work together and are delivering good customer experience according to company policies, procedures, programs, and performance standards.

Chinatown Restaurant LTD

Restaurant Manager Sep 2019 - Apr 2022

- Organized and coordinated meetings and events for family functions and gatherings.
- Scheduled appointments and manage calendars.

INTERESTS

- Gaming
- Traveling
- Swimming
- Noval reading