



MUHAMMAD ASIF NOOR

DATE OF BIRTH

10/08/1998

CONTACTS

+971552764659

asiflearner18@gmail.com

📍 Al jafiliya, Dubai

Employment Visa

SKILLS

- Accounts Handling
- Project management
- Complex problem solver
- Creative Writing
- Innovative
- Service-focused
- Administration
- Microsoft Office
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Strong English
- Writing Skills

LANGUAGES

English

Fluent

Arabic

Beginner

Hindi/Urdu

Native

Balochi

Fluent

Persian

Advanced

HOBIES

- Writing
- Sketching
- Photography
- Design

PROFESSIONAL SUMMARY

Knowledgeable management professional with proven success in achieving and exceeding regional revenue goals within company growth strategies. Skilled at developing local business strategy and overseeing change management to implement successful improvements.

WORK HISTORY

June 2022 - Current

Merchandiser, Emirates Coop, Dubai, UAE

- Stocked and rotated products regularly
- Recommended, selected and helped locate merchandise based on customer needs and desires.
- Accurately logged all daily shipping and receiving orders.
- Communicated all merchandise needs or issues to appropriate manager.
- Organized store by returning all merchandise to its proper place and keeping floors clean.
- Completed Monthly inventory counts

September 2020 - June 2022

Office Administrator, Bright Kids Public High School, Quetta, Pakistan

- Processed invoices and financial data with strong eye for detail.
- Accurately executed secretarial tasks, maintaining smooth administrative operations.
- Handled mail and correspondence for 70+ employees.
- Scheduled meetings and corporate events using exceptional organization and planning abilities.

August 2018 - September 2020

Costumer Service/Receptionist, Bright Kids Public High School, Pakistan

- Kept reception area clean and neat to give visitors positive impression of the company.
- Reduced waiting times through effective time and resource management.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Provided clerical support to company employees, including copying, faxing and file management.

March 2015 - April 2020

Senior English Language Teacher (Part Time), TIMES English Language & Computer Academy Quetta, Pakistan

- Built student confidence and competence through targeted exam preparation and compassionate guidance.
- Handled inappropriate student conduct calmly and professionally in line with established behaviour management policies.
- Developed outstanding professional relationships with pupils and parents, instilling frameworks of continued educational and personal support.
- Taught text analysis and evaluation skills, ensuring considered interpretation of linguistic techniques.

Graphics Designer (Part Time), Worked on Multiple Projects

- Created logos, websites, brochures, banners and other promotional content for various corporate clients.
- Directed photo shoots and developed video content for social media campaigns on YouTube, Instagram & Facebook.
- Developed print materials including posters, billboards and flyers for events such as product launches & conferences.
- Coordinated with writers to infuse textual elements into designs to make them more meaningful.
- Adapted designs according to customer feedback while ensuring deadlines are met without compromise on quality control standards.

EDUCATION

Attested Documents

March 2017 - May 2019

**Bachelor of Arts, Sociology, English Literature
University of Baluchistan Quetta, Pakistan**

June 2019 - April 2021

**Associate Degree in Education, Education
Govt College of Education Quetta, Pakistan**

DIPLOMAS

Graphics Designing

Askary Institute of Technology Islamabad, Pakistan

Creative Writing

Digiskills under the Virtual University of Pakistan