



# MUHAMMAD SAAD

**Visa Status: VISIT VISA**

PHONE  
+971 52 221 8172

EMAIL: muhammadsaadahmadshah0@gmail.com

LOCATION  
Dubai, United Arab Emirates

## About me

To attain the challenging positing in the related filed to work in an organization where I can enhance my skills and contribute to the growth of the origination as we as I assure you that I will work with full of my sincerity and do justice my job and the organization, I am a self-motivational hardworking individual challenging and increasing work assignment. I believe in positive attitude and willingness to be given 100 %.

Resolve customer issues within the estimated time frame, ensure & assign complaints to respective departments Unique Ability: Managing Difficult Client Conversations & Situations, Active Listener, and Creative Solution Provider.

## **PERSONAL DETAILS:**

DATE OF BIRTH : 01-08-2001  
GENDER : MALE  
NATIONALITY : PAKISTAN  
PASSPORT NO : NP1177411

## **Experience**

### **HELPER in Pakistan 2 Years' Experience**

Prepare finished products for packaging  
Assisted with snacks and cleanup.  
Perform other duties as assigned.  
Responsible for shoveling, mowing and racking yard.  
Sweeping and mopping floors.  
Cleaning kitchen and dusting furniture.

### **SHOP KEEPER in Pakistan: 2 Years' Experience**

Maintain receipts, records, and withdrawals of the stockroom.  
Receive, unload, and shelve supplies.  
Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.  
Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.

### **TYPE WRITER in Pakistan: 1 Years' Experience**

Transfer data from paper formats into digital files or database systems.  
Transcribe documents from dictated tapes.  
Take notes at meetings with managers and others to create detailed texts.  
Edit completed work for grammar, spelling and punctuation.  
Gather and organize typing material.

## **MOBILE & SOFTWARE in Pakistan: 2 Years' Experience**

I could updates and do all of mobiles software as IOS Android, window phones OS, Symbian and iPhone

## **COMPUTER HARDWARE MANAGING in Pakistan: 2 Years' Experience**

I could repair the computer and laptop on initial basis

Operating Systems.

Networking.

Assembly Language.

Applications.

System Administration.

Databases.

Programming Languages.

## **PERSONAL PROJECTS:**

Data Manager (Hashmi Medical and ICSI Centre Islamabad Pakistan)

## **ORGANIZATIONS:**

Google

## **CERTIFICATES:**

Google Data Analyst [Foundation]

## **SOCIAL MEDIA**

Making sure Customer Complaints via SM – Whatsapp, Instagram and Facebook are escalated via accurate details to concerned Departments

## **EDUCATION**

Education	Board / University
Matric	Pakistan
Fundamentals of Computer Sciences	Pakistan

### **Soft Skills**

- \* Basic Computer Information ' Also Minor level Repairing'
- \* MS OFFICE / Data Entry
- \* Customer-centric
- \* Problem-Solving
- \* Collaborative
- \*

### **Language Skills**

English  
Pashto  
Urdu

### **Business Skills**

- \* Presentation & Training
- \* Negotiation Skills
- \* Team Player
- \* Quick Learner
- \* Sales/Service Oriented

### **Declaration**

I hereby declare that the above-written particulars are true to the best of my knowledge