



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

Accounting

- Reconciling invoices and identifying discrepancies.
- Creating and updating expense reports.

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 shelf 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.

TYPEWRITER 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 update and do all of mobile's 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

Assistant Accountant at

ORGANIZATIONS:

Telenor

Google

IBM

CERTIFICATES:

I Champ

Google Data Analyst [Foundation]

IBM cyber security Analyst Assessment

SOCIAL MEDIA

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

EDUCATION

Education	Board / University
Matric	Peshawar Board, Pakistan
Faculty of Computer Science	Peshawar Board, Pakistan
Fundamentals of Computer Sciences	Peshawar Board, Pakistan
Accounting And Finance	Hazara University

Soft Skills

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

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