



MUHAMMAD TAYYAB

About Me

a committed and flexible professional with a broad range of abilities and experiences in a variety of positions. I'm looking for a challenging job where I can use my varied experience to help others.

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✉ hbhai331@gmail.com

📍 Punjab, Pakistan

Language

English

Urdu

Punjabi

Skills

Management Skills

Creativity

Negotiation

Customer service

Leadership

Sales and Retail

Professional Cooking

Microsoft Office

Experience

Abdul Rouf Yarn Merchant -
Managing Director
Gujranwala - Pakistan

Jan 2019 - 2023

Major responsibilities include working on human resource like joining and separation formalities, attendance management, customer experience, sales processes, merchandising teamwork, sales management, direct sales, marketing strategy, customer service, retail, sales, marketing management, induction program, Appointment letter and confirmation administration, maintaining personal files of employee, employee relation.

Education

Science Base School

Matriculation With Science 2015 - 2017

Punjab Group of Colleges

FSC pre - engineering
2017 - 2019

Wafaq - ul - Madaris Al Arabia Pakistan

Hifz - ul - Quran
2015

Christian Computer Institute

Certificate in Information Technology Sept 2023

Christian Computer Institute

Professional Cooking Course
Oct 2023

References

Abdul Rauf CEO

Phone: +92 3026304274