

# MUHAMMAD WAQAS

Address International City,Dubai UEA,Phone&WhatsApp-971-507750591

Email -[Waqas9217ms@gmail.com](mailto:Waqas9217ms@gmail.com) LinkedIn Profile : [\(2\) Feed](#) | [LinkedIn](#)

I'm a business graduate having good communication skills, writing skills, speaking skills. My objective is to deliver my duties to the best of my abilities in challenging and contemporary work environment for the satisfaction of my supervisor's Assistants and to reach responsible position in future, work for betterment of the company in any circumstance.

## EXPERIENCE

(01/11/2023 -31/07/2024)-DUBAI,UAE

### FARM VALE FRUITS&VEGETABLE TRADING LLC.

- Collecting order notes to fulfill deliveries.
- Picking out ordered items from storage shelves or rooms using barcodes, serial numbers, etc.
- Loading delivery vehicles.
- Managing stock control ,including item replenishment and storage.
- Performing general warehouse duties as necessary
- Securely shrink-wrapping items before placing the min envelopes or boxes.
- Scan items or enter products codes into cash register
- Ensure accurate pricing.
- Accept Payments in various forms(Cash, debit/credit card)
- Count and manage cash drawer at the end of shift
- Make sure that cash register has enough change for transactions
- Perform reconciliation
- Report discrepancies

(FEB2019-JUN2020)MUTAN,PAKISTAN

### Daewoo Pakistan Express Bus Service LTD (Human Resources Executive)

My duties included Supervising and Administrative staff and dividing responsibilities to ensure Performance.

(Sep2018-Jan2019)Multan,Pakistan

### Agrica Group (Human Resources Executive)

I joined Agrica Group as HR Executive with the Administrative duties, Recruitment, Hiring and Sales Team Expenses and Training new employee.

(Jan2017-Sep2018)Multan,Pakistan

### Punjab Mass transit Authority(Control Room Officer)

In Multan Metro bus system Me as appointed control officer. My duties and Responsibilities all station on Multan.

Jun2007-Jan2009Multan,Pakistan

### Ramada By Wyndham Multan (Front Desk Receptionist)

Greeting guests as they arrive.

Answering phone calls and for clients.  
Maintaining the calendars for the office and your coworkers.  
Filling important documents and keeping them well organize

## EDUCATION

2013-2017

MASTER OF BUSINESS ADMINISTRATION,BAHAUDDIN ZAKARIYA UNIVERSITY

**GPA2.96**

OCT2009-SEP 2011

B.COM(BACHELOR OF COMMERCE),BAHAUDDIN ZAKARIYA UNIVERSITY

**GRADE;B**

## SKILLS

- Time Management
- Training and Development (HR)
- Customer Service Management
- Administration
- Coaching
- Communication
- Decision-Making
- Problem Solving
- MS Word
- MS Excel
- PowerPoint
- Internet Browsing
- Online Shopping

## REFERENCE

MR AHAD LIAQUAT  
TOURSIM OPERATION MANAGER  
SMART BULL COMPANY, DUBAI.