



Mugtaba Ahasan

Date of birth: 01/02/1990 | **Nationality:** Pakistani | **Gender:** Male |

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● ABOUT ME

I'm a motivated and punctual having multi-tasking professional as Administrations who excels in fast-paced environments, delivers high-quality work, and fosters strong teamwork. My flexibility, reliability, and strong time management skills support my problem-solving approach and also having leadership skills, I drive growth and success.

● WORK EXPERIENCE

12/06/2022 – CURRENT Dubai, United Arab Emirates

SALES EXECUTIVE GREEN SQUARE ELECTRICAL EQUIPMENT TRADING L.L.C

- **Customer Engagement:** Greeted and assisted customers, provided product information, and ensured product availability through restocking.
- **Customer Relationship Building:** Built relationships with customers to understand their needs and offer personalized recommendations.
- **Merchandising and Display:** Organized sales stalls to showcase products attractively and maximize visibility.
- **Product Demonstration:** Demonstrated product features and benefits to help customers make informed choices.

01/06/2017 – 05/06/2019 D.G.KHAN, Pakistan

ADMINISTRATIVE ASSISTANT SCIENCE INSTITUTE OF TECHNOLOGY COLLEGE (S.I.T)

- **Office Organization** like Implemented streamlined systems that enhanced office efficiency and organization.
- **Administrative Support** like managed calendars, coordinated meetings, and utilized office software for smooth daily operations.
- **Communication and Coordination** like Effectively communicated and collaborated with team members and external stakeholders, ensuring seamless office functions.
- **Problem Solving** like Demonstrated strong problem-solving skills, addressing challenges and making informed decisions to optimize office processes.

15/06/2015 – 16/04/2018 D.G.KHAN, Pakistan

OFFICE CLERK- COMPUTER OPERATOR BOARD OF INTERMEDIATE & SECONDARY EDUCATION (B.I.S.E)

- **Warehouse Management** like Maintained meticulous records and files while overseeing stockroom withdrawals, ensuring seamless *inventory control*.
- **Stock-Related Tasks** like Efficiently handled various stock-related duties, including item returns, packing and precise labeling of supplies.

- **Technical Inspection Coordination** like facilitated and organized Technical Inspection meetings for the assessment of received items, such as printing materials, stationery and furniture, ensuring quality control and compliance.
- **Document and Record Managements** like maintained comprehensive records of files, letters and company documents, including payments, emails, and reports from Technical and Grievance Committee contributing to efficient record-keeping and compliance.

01/07/2019 – 30/09/2019 D.G.Khan, Pakistan

INFORMATION TECHNOLOGY GOVT TECHNICAL TRAINING INSTITUTE COLLEGE.

- **Instruction Design** to facilitate, and teach the computer instruction component.
- **Lesson Plan and Evaluation** to Prepare execute lesson plans, assigning tasks, and evaluating student work and progress.
- **Curriculum Develop** course syllabus, assess, supervise, and motivate high school students.
- **Technical Support** Offer technical support to students to troubleshoot computer problems.

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ARABIC	B1	C2	B1	B2	A1
ENGLISH	C1	C2	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **EDUCATION AND TRAINING**

04/2011 – 06/2015 Multan, Pakistan

BS-04 YEARS IN INFORMATION TECHNOLOGY Bahauddin Zakariya University

Website <https://www.bzu.edu.pk>