



MUHAMMAD NAEEM SIDDIQ

Cashier

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Address: International City Dubai

## OBJECTIVE

Seeking a challenging position in a progressive organization with an aim to grow for the benefits of organization and self-motivation by utilizing my abilities, efficiency and my experience under supervisor my seniors.

## PERSONAL INFORMATION

Father's name: Muhammad Siddiq

Date of Birth: June 06 1982

Marital Status: Married

Religion: Islam

Nationality: Pakistani

Passport No: FB9959811

Visa Status: Visit Visa

Visa Dated: 18-Oct-23 to

14-Dec-23

## SKILLS

- Microsoft Office
- Basic IT Skills
- Persistence
- Hard Working
- Adaptability

## LANGUAGES

- English
- Urdu

## HOBBIES

- Play Cricket
- Traveling

## EDUCATION

**Graduation (BCOM) from Karachi University** 2016

**GAHAZI FOUNDATION COLLEGE**

2003

Intermediate of Commerce (I. Com)

**LITTLE FOLKS PARADISE SEC SCHOOL**

2001

Matriculation from Board of Secondary Education, Karachi

## EXPERIENCE

Work as a **Technician** at **Mobile Zone**,  
Sep 2003 to 2007

Work as a **Technician** and **CRO** at **Trend Mobile**,  
Dec 2007 to Dec 2009

Work as an **Account Officer** at **Shaheen Academy**,  
Aug 2011 to Dec 2016

- Perform Reception duties
- Manage cash book on daily basis
- Payroll manage
- Order and maintain office supplies and stationery
- Manage student and staff records

Work as a **Cashier** on Cash counter at **Hyper Star**  
Super Market Feb 2017 to July 2019

Work as an **Inventory officer** at **Imtiaz**  
Super Market Aug 2019 to June 2021

Work as an **Admin Manager Assistant** at  
Global Export (AL HAMZA DAYING) June 2021  
To October 2023

- Administration work
- Maintenance of building
- Scrap Management, Payroll, and housekeeping problems
- And Many more