



CONTACTS



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Dubai, UAE

EDUCATION

B.Com

**AL AMEEN SCIENCE ARTS
COMMERCE DEGREE COLLEGE**

Sep 2023

II PUC

SHAHEEN FALCON PU COLLEGE

Mar 2020

SKILLS

- Target Driven
- Communication
- Microsoft Word
- Microsoft Excel

LANGUAGES

- English
- Urdu
- Hindi

NAVEED ALAM

About Me

Seeking a position in a Company where I can get opportunities in a strong team collaboration, Professional growth and increased responsibilities.

EXPERIENCE

6 months Experience

TYPIST

BLUE LINE TYPING & PHOTOCOPY BR

Collaborated with team members to streamline the application review process, resulting in a 30% decrease in errors and an overall increase in customer satisfaction

2 Year Experience

Event Manager

NAS Convention Centre

Organizing and Managing Wedding events, birthday parties and special occasions,taking and fulfilling of catering orders.

3 Year Experience

Cashier and Salesman

Amk Traders

Taking care of sales and cash in Amk Traders

Extra-Curricular Activities

- Active member of Eco Club for 3years
- Actively participated in Inter College Sports events