

Muhammad Jaffar

CSR & MANAGEMENT

I HAVE BEEN WORKING SINCE 2015 AS
MANAGEMENT IN AUSTRALIA & PAKISTAN.
FOCUSED & KEEN FOR SMART WORKING
ALWAYS.....



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DUBAI, UNITED ARAB EMIRATES

WORK EXPERIENCE

DUTY MANAGER

AVIS/BUDGET GROUP

07/2019 - 03/2023,

MELBOURNE, AUSTRALIA

SITE SUPERVISER

MULTI SERVICES SOLUTION(MSS)

02/2017 - 06/2019,

MELBOURNE, AUSTRALIA

TRAINEE FLEET MANAGER

EUROPCAR MOBILITY GROUP

07/2015 - 02/2017,

MELBOURNE, AUSTRALIA

KEY ACCOUNT EXECUTIVE

FOUR BROTHERS GROUP

04/2013 - 12/2014,

MULTAN, PAKISTAN

TRAINEE

SOLEX CHEMICALS PVT LTD

01/2012 - 03/2013,

MULTAN, PAKISTAN

INTERNEE

PEPSI & CO.

05/2011 - 12/2011,

MULTAN, PAKISTAN

EDUCATION

MPA (MASTER OF PROFESSIONAL

ACCOUNTING)

HOLMES INSTITUTE MELBOURNE, AUSTRALIA

MBA Marketing (MASTER OF BUSINESS ADMINISTRATION)

BAHRIA UNIVERSITY ISLAMABAD,
PAKISTAN

BACHELOR OF ARTS

B.Z.U UNIVERSITY MULTAN, PAKISTAN

SKILLS

CUSTOMER SUPPORT

COMMAND ON MS OFFICE

ORGANISATIONAL SKILL

TIME MANAGEMENT

EXCELLENT TEAM PLAYER

HIGHLY SKILLED IN INDUSTRIAL PROCESSES AND
COMPUTER OPERATIONS

PROBLEM SOLVING SKILLS

ACCOUNTS RECEIVABLE MANAGEMENT

EXCELLENT INTER PERSONAL & COMMUNICATION SKILLS

CONFIDENT & SELF MOTIVATED

STRONG TEAM PLAYER

ABILITY TO WORK UNDER PRESSURE TO MEET
DEADLINES

HONEST, RELIABLE, PUNCTUAL

COMMERCIAL AWARENESS

FLEET MANAGEMENT

LANGUAGES

ENGLISH
Full Professional Proficiency

HINDI
Full Professional Proficiency

ARABIC
Limited Working Proficiency

URDU
Full Professional Proficiency

PUNJABI
Professional Working Proficiency