



# Shahzaib

## My Contact

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📍 marina suites dmcc

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Passport Details

Passport no: FZ5145063

## Visa Status

TECNICAL MANAGER

## Language

- English
- Urdu
- Punjabi

## DIPLOMA

6 months English learning  
course from Pakistan

## About Me

Looking for a position that will build on my skills and provide me ample scope for growth and contribute to the organization goals by effectively using the conceptual skill and knowledge through education and work experience. To dedicate maximum to the profession with commitment devotion and to improve my skills and to prove my skills to prove my work.

## Professional Experience

### 1. PURE GOLD JEWELLERS (DUBAI)

WORKED AS A INVENTORY CLERK FOR 6 MONTHS

.MY RESPONSIBILITIES WAS TO TRACKING CURRENT PRODUCTION AND RECORDING PURCHASE AND SALES.

.RECORD PURCHASE

.MAINTAIN DATA BASE.

.I PERFORM PHYSICAL COUNT OF INVENTORY,AND RECONCILES ACTUAL STOCK COUNT TO COMPUTER GENERATED REPORTS.

### 2. JUST LIFE COMPANY (Dubai)

16 March 2022 to 30 APRIL 2023

Key responsibilities:

Worked as a **BRANCH MANAGER** since 16 March 2022to 13 APRIL 2023.

.Maintain cashflow.

.Managing workflow.

.Maintain accounts.

.Training new hires. ...

## Personal Details:

- Date of Birth : 16-5-1996
- Nationality : Pakistan
- Religion : Muslim
- Sex : Male
- Marital Status : UnMarried
- Hieght : 6ft

## STRENGTHS:

- COMPUTER SKILLS like video editing,ms word,ms excel,power point etc
- Good Interpersonal skills.
- Strong in Leadership & Human relations.
- Dedicated to maintaining high quality standards.
- Good communication in English.

## EDUCATION:-

- 1.BISE LAHORE (MATRICS 10TH)
- 2.PANJAB GROUP OF COLLEGE(A LEVEL+O LEVEL).
- 3.LAHORE UNIVERSITY(BSC OWNERS)GRADUATION