



MUHAMMAD UZAIR

Storekeeper Incharge / Graphic Designer / Social Media Marketer/ CCTV & Biometric Expert

My Background

I am Muhammad Uzair, who aims to enhance his capabilities and expertise in according to any field which I have been tasked to do.

I love to work with higher enthusiasm and overwhelms my working surroundings with great and highly motivated figures.

How to Reach Me

- Sharjah - U.A.E
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- +97150 704 4938
- +97152 887 2575

Credentials:

- Citizen:** Pakistani
- Date of Birth:** 31st January 1999
- Passport:** AF2891252
- Passport Issue:** 03-Sept-2018
- Passport Expiry:** 25-Feb-2033
- Visa Status:** Employment (Cancellation)

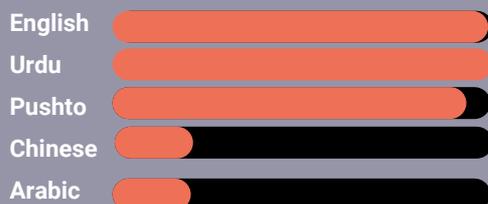
Honors & Awards

3rd Global Programmers Festival - Xi'an Hi-tech Industries Development Zone
Oct 2019

Skills:

- Canva Expert Graphic Designer
- CCTV and Biometric Expert
- Social Media Marketer
- Digital Marketer
- Content Creator
- Wall Art Illustration
- Brand Designer

Languages:



My Graphic Designs Portfolio:

<https://sites.google.com/view/mufeidesigns/home>



Experience

BLUELINE FURNITURE FACTORY L.L.C

Sharjah, Ind 11
From **January 17, 2023**
TO **March 10, 2024**



STORE KEEPER INCHARGE

- Inspecting receiving materials and checking as per LPO.
- Maintaining workers to perform efficient work.
- Receiving, uploading materials into the shelves inside store premises.
- Ensuring proper completion of documentation to place an order and make a purchase of new materials for stock and multiple projects running at the moment.
- Performing stock-related duties like returning, packing, labeling, and pricing goods
- Keeping record of stock inventory, outgoing and ingoing materials to the site.
- Keeping record of all the materials received.
- Checking materials as per company Approved Quality.
- Arranging materials for the next day and handling them over to the site teams.

TELETRONIC

Islamabad
2020 - 2022



CCTV & BIOMETRIC

- I have worked in Teletronic company as a CCTV Technician and Operator.
- I also got to experience Installation and configuration of Biometrics.
- *Helped the company to gain more clients through Digital Marketing and Content Creation.*

UPWORK

Freelance
2018 - Present



GRAPHIC DESIGNER & SOCIAL MEDIA MARKETER

- Worked with multinational Clients through Upwork on various Projects
- I have worked as a Virtual Assistant, Personal Assistant & Administrative Tasks
- Designed different kinds of Graphics on Canva for Apparel stores, Brands &
- Social Media Management, Content Creation.
- Below is the link to my Upwork portfolio:
- www.upwork.com/freelancers/uzair7175

N.L.C

National Logistics Cell
2019 - 3 months



JUNIOR INSTRUCTOR

- I was internee for 3 months as a junior instructor in NLC Nowshera Branch
- Trained over 15 students on basics of Automobiles and it's working functions

Achievements & Certifications

-  • **The Fundamentals of Digital Marketing**
Google Digital Garage E-Learning course of 40hrs
-  • **National Financial literacy program for Youth**
State Bank of Pakistan (SBP)
- **SOCIAL MEDIA MARKETING**
A 6 months extensive course on Social Media Marketing, Management.
- **MS OFFICE**
A 3 months course on Ms Word, Ms Excel, Ms PowerPoint.
- **CANVA FROM BASICS TO ADVANCE**
-  • **Strengthening Collaboration between human and Animal sectors for Improved health security.**
- **Introduction to Infection Prevention and Control**
- **Standard Precautions: Waste Management**

Muhammad Uzair

WhatsApp contact



PHONESMART FZCO

Dubai Airport Free Zone
2022- 3 months



SOCIAL MEDIA SPECIALIST

- I have worked in phonesmart FZCO company as a Social Media Specialist, Email Marketing and Content Creation
- I have worked there for 2 months but due to visa issues I left the company soon enough.



Education

NORTHWESTERN POLYTECHNIC UNIVERSITY

Xian, Shaanxi China.

2019 - postponed due to Corona

BACHELOR IN MECHANICAL ENGINEERING

- I studied 1 and half year in China but due to Corona outbreak I couldn't keep up on education due numerous reasons and difficulties so I postponed it for 2 years.

CONSTRUCTION TECHNOLOGY & TRAINING INSTITUTE.

Islamabad. • 2015 - 2018

DIPLOMA IN MECHANICAL ENGINEERING

Specialization in automobile and Diesel

- 3 years higher diploma with 80% Marks.

QAID-E-AZAM CHILDREN ACADEMY SCHOOL

Kalabat, Swabi. • 2013 - 2015

MATRICULATION IN SCIENCE

- Passed secondary school with 79% Marks.