

# MUHAMMAD YASIR

**Nationality:** Pakistani **Date of birth:** 22/11/2001 **Gender:** Male **Phone:** (+971) 528462657

**Phone:** (+92) 528462657 **Email:** [yk133384@gmail.com](mailto:yk133384@gmail.com)

**Home:** District & Tehsil Nowshera KPK , 24100 Nowshera (Pakistan)

**Work:** Dubai, Dubai (United Arab Emirates)

## ABOUT MYSELF

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Experienced professional with a background in office support, merchandising, and sales roles. Skilled in providing efficient office support, including mail management, supply maintenance, and office organization. Proficient in accurate data entry using various digital platforms. Experienced in visual merchandising, inventory management, and customer interaction to enhance the shopping experience. Adept at managing administrative tasks such as filing, photocopying, and document organization. Strong communication and organizational skills with a commitment to delivering high-quality work.

## WORK EXPERIENCE

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### Driver

**Verve Management** [ 01/10/2023 – Current ]

City: Dubai | Country: United Arab Emirates

#### Duties & Responsibilities:

- Map out driving routes ahead of time to determine the most expedient trip.
- Pick up clients from the place and at the time they've requested.
- Collect payments and issue receipts.
- Assist clients with loading and unloading their luggage.
- Listen to traffic and weather reports to stay up-to-date on road conditions.
- Adjust the route to avoid heavy traffic or road construction, as needed.
- Answer clients' questions about the area and local places of interest.
- Ensure the car seats are clean and comfortable for all riders.
- Schedule regular car service appointments and report any issues.
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car.

### Admin Support

**Verve Management** [ 2022 – Current ]

City: Dubai | Country: United Arab Emirates

#### Duties & Responsibilities:

- Secretarial support to CEO; managed scheduling and correspondence.
- He maintained document confidentiality.
- We conducted precise data entry.
- He procured office supplies within budget.
- Provided staff support; and improved operational flow.
- Managed executive calendars efficiently.

### Salesman

**Lever's Brother of Pakistan** [ 2019 – 2020 ]

City: Nowshera | Country: Pakistan

#### Duties & Responsibilities:

- Managed sales calls and customer inquiries.
- Organized sales documents and client files.
- Sent proposals and communications to clients.

- Kept accurate sales records and transaction logs.
- Maintained sales team leave records for operational continuity.

## Marchandiser

**Aal Mir Company LLC** [ 2021 – 2022 ]

City: Dubai | Country: United Arab Emirates

### Duties & Responsibilities:

1. **Visual Merchandising:** Expertise in attractive product display to boost sales.
2. **Inventory Control:** Skilled in managing inventory to meet demand efficiently.
3. **Customer Interaction:** Engages customers to enhance their shopping experience.

## DIGITAL SKILLS

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Microsoft Office / Facebook / Skype / Zoom / Google Docs / Microsoft Powerpoint / LinkedIn / Instagram / Communication Skills / Time Management / Problem Solving / Social Media Savvy / Creative Thinking

## EDUCATION AND TRAINING

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### Higher Secondary School Certificate

**Board of Intermediate and Secondary Education Mardan** [ 2018 – 2020 ]

Address: 24100 Nowshera (Pakistan) | Website: <https://web.bisemdn.edu.pk/>

### Secondary School Certificate

**Board of Intermediate and Secondary Education Mardan** [ 2016 – 2018 ]

Address: 24100 Nowshera (Pakistan) | Website: <https://web.bisemdn.edu.pk/>

## DRIVER

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[ 13/09/2023 – Current ]

**UAE Driving Licence Holder**

## LANGUAGE SKILLS

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**Mother tongue(s):** Pushto

**Other language(s):** English | Urdu