

# Muhammad Zohaib

## Office Assistant



### Contact

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### Objective

*I have a good experience Computer Application office Professional. I am an enthusiastic, self-motivated, reliable, responsible and hard working. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under-pressure and adhere to strict deadlines.*

### Education

09/2014 to 09/2016

Gov't Jinnah Efficiency  
Model High School Sialkot  
Cantt  
(Grade 10<sup>th</sup>) Science Subject  
567 Marks

03/2019 to 10/2021

Higher Secondary School  
Certificate ( Grade 12<sup>th</sup>) 392  
Marks

### Experience

**Office Support Assistant**  
05-20-2023 to 12-18-2023

**InvesQ Property Brokerage Llc Dubai**

*Operating photocopy machine for photocopy, documents scanning, documents print from direct computer, Handle Documents , Assist HR Manager, Handle Reception ( If Required), Handle Office Supplies, Installation Of PCs.*

**Assistant Accountant**  
12-31-2021 to 10-22-2022

**Vizra Med Technik Pvt.Ltd**

*Making cheques for employees.  
Handle attendance.  
Data entry.  
Issuance & Receiving goods.  
Operating payroll software.*

## Key Skills

- Team Work
- Customer Service
- Data Entry
- Accounts
- Ms Office
- Problem Solving

## **Customer Service Cum Data Entry**

**01/2018 to 03/2020 Leopards Courier Service**

*I'm working in this company as a data entry operator & front office handle. The main duty of mine is booking parcels for domestic & international and daily sales report send to head office and monthly end sales closing*

## **References**

*Available upon Request*