



# MUHAMMAD HAMZA

## CAREER OBJECTIVE

To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects. I look forward to a career that would realize my own capacity, capability, and experience and give me satisfaction by having fully realized my potential.

## EDUCATION

- ❖ **Intermediate ICS Computer Science** From Pakistan
- ❖ **Basic Computer Knowledge** (Word, Excel, Internet Browsing)

## WORK EXPERIENCE

- ❖ **FAREED ALKHAIR BUILDING CLEANING SERVICES CO., Dubai, UAE**
- ❖ **HYBRID ENGERGY SOLUTION PRIVATE LTD, PAKISTAN Receptionist for 2 Years.**
  - Greeted and checked in clients, visitors, and employees in a professional and friendly manner
  - Managed and maintained accurate records, databases, and filing systems
  - Coordinated travel arrangements, appointments, and meetings for staff and management
  - Provided exceptional customer service, resulting in 95% client satisfaction rating.
  - Developed and implemented efficient administrative processes, increasing productivity by 25%
  - Answered and directed phone calls, took messages, and responded to inquiries
  - Managed and maintained a clean and organized reception area
  - Provided administrative support to teams, including preparing documents and reports
  - Coordinated and scheduled appointments, meetings, and events
  - Handled confidential and sensitive information with discretion and professionalism
- ❖ **MIDWAY HYPERMARKET, ISLAMABAD Cashier for 2 Years.**
  - Processed transactions accurately and efficiently, handling cash, credit card payments, and mobile payments
  - Provided excellent customer service, resulting in 95% customer satisfaction rating
  - Managed cash drawer, counting and reconciling cash, and making change
  - Assisted with inventory management and restocking merchandise
  - Worked effectively in a fast-paced environment, handling multiple customers simultaneously
  - Operated point-of-sale (POS) system, scanner, and credit card terminal
  - Handled customer transactions, including purchases, returns, and exchanges
  - Participated in training and development opportunities to improve skills and knowledge

## CONTACT ME

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- ✉️ h mz32150f@gmail.com
- 📍 Dubai, UAE

## PERSONAL DETAILS

Date of Birth: 14<sup>th</sup> Aug 1996  
Marital Status: Single  
Nationality: Pakistan  
Visa Status: Employment Visa

## LANGUAGES

- English
- Urdu
- Hindi

## PASSPORT DETAILS

- Passport No: AS6211761
- Date of issue: 25 April 2017
- Date of Expiry: 25 April 2027
- Place of issue: Pakistan

## SKILLS

- Data processing
- Communication skills
- Reporting skills
- Productivity
- Confidentiality
- Documentation skills
- Equipment maintenance
- Problem solving

❖ **HSI FOR MANAGEMENT SERVICES COMPANY**

**Warehouse Assistant for 6 Month.**

- Received and processed incoming shipments, ensuring accurate tracking and storage,
- Managed Inventory organization ensuring efficient location and retrieval of items.s
- Picked and packed orders with high accuracy meeting productivity and quality standards
- Conducted regular inventory counts identifying and reporting discrepancies

❖ **PRIME STAR ENTERPRISE (PVT) LIMITED**

**Supervisor FOR 1 Years.**

- Building and maintaining relationships with key stakeholders,
- including customers, vendors and internal partners.
- Conducting performance evaluations disciplinary actions and terminations, ensuring compliance with company policies and legal requirements.
- Identifying and developing talent within the team, including mentoring and succession planning.
- Managing multiple projects simultaneously, prioritizing tasks and resources to meet deadlines and goals.

**DECLARATION**

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience

**MUHAMMAD HAMZA**