**CURRICULUM VITAE**

**Wasam Ahmad**

**Mobile:+971588500695**

**E-Mail:wasamahmad92@gmail.com**

**Career Objectives:**

Seeking an opportunity to utilize and enhance my skills in the field of **Costumer service & supermarket** by facing the challenges of the industry and to realize my full potential as a fast learner in acquiring new skills so that I can bring value to the company.

**Educational Qualification:**

* Matriculation from City High School Faisalabad
* Intermediate from Superior Group of College Faisalaba

**Professional Experience:**

**Viva Supermarket**

Position : Cashier& Merchantdiser

Duration : Feb 2022 to Feb 2024

**Duties and Responsibilities:**

* Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.
* Maintain log books, including sign-in/out logs, front desk expenditures, and calls received.
* Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.
* Maintain executive managers’ calendars by planning and scheduling conferences, teleconferences, and travel.
* Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.
* Manage front office reception area by cleaning and organizing desk and visitor lobby.
* Preparing expense claims sheets for all official expenses.
* Making quotations, checking stock list and update on excel sheets.

**Technical Qualifications:**

* + Fsc Pre engineering

**Technical Skills:**

* + Knowledge in use of spreadsheets, database, V-lookup, word processing and selected job specific software.
  + Knowledge in use of Adobe Photoshop & Web Designing.
  + Ability to keep clear and accurate records and reports.
  + Ability to organize work load and to manage a filing methods and management techniques
  + Good communication skills.

**Personal Skills:**

* + Effective presentation and strong communication skills.
  + Goal oriented and self-motivated.
  + Ability to manage multiple tasks and take pressure.

|  |  |  |
| --- | --- | --- |
| **Personal Information:** | | |
|  | Gender | : Male |
|  | Date of Birth | : 19-05-2003 |
|  | Nationality | : Pakistani |
|  | Religion | : Muslim |
|  | Passport No. | : NV1173481 |
|  | Marital Status | : Single |
|  | Language Known | : English, Hindi and Punjabi |
| **Declartion :** |  |

I hereby affirm that the information compiled above is precise and accurate in its entirety and the certificate can be provided any time if required.

Date:

Place: **Wasam Ahmad**