**CURRICULUM VITAE**

**Wasam Ahmad**

**Mobile:+971588500695**

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 **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.

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| **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**