



MUHAMMAD SHAHZAD

Phone
+971506726949

Date of Birth

Address
Country of Stay: UAE

OBJECTIVE

I am a positive energetic and enthusiastic individual with good communication skills who enjoys variety of challenges and being an effective team member. To innovate things is my hobby. I always try to find optimum solution to difficult problems and making best use of available resources and techniques. I am currently seeking to build my career on the basis of quality education and practical experience in this field.

SKILLS

- Problem solving and decision-making
- Working well under pressure
- Record keeping
- Self-motivated
- Teamwork
- Multitasking
- Computer literate

CONTACT

✉ ahmadshahzad24@yahoo.com

Passport number: EM5156012
Nationality: Pakistani
Religion: Islam
Gender: Male

ADDITIONAL INFORMATION

Resolved concerns in an efficient, friendly and courteous manner.

Supervised, trained and coached all team members. Evaluated team member performance and provided feedback.

Handled all relations issues in a gracious manner and in accordance with policies.

EXPERIENCE

✓ **Al Khatal Real estate in dubai As a supervisor**
From may 2022 to present

Accountant: AL Hamad Computer scale
Muzaffargarh- Pakistan
(Manager at Cash)
(October 2019-April 2020)

Cashier: AL Hamad Computer Scale Muzaffargarh-
Pakistan
Cash Handling, Sales purchase Record keeping
(November 2018- March 2019)

Account Assistant: Punjab Cash and Carry
Islamabad-Pakistan
(April 2017- October 2017)

Administrator: AL Jimi HR Consultant Al_Ayn- UAE
(November 2016- February 2017)

Inventory Management: ORO Family Mart
Rawalpindi- Pakistan
(June 2016-November 2017)

Data entry operator: ORO Family Mart Rawalpindi-
Pakistan
(March 2015- November 2016)

EDUCATION

• **Bachelor in commerce social science -**
Allama Iqbal Open University Islamabad Pakistan

• **Higher secondary school in accounting commerce- Rawalpindi**
Board

ABILITIES

Multi-Tasking Skills
Highly Motivated
Energetic
Disciplined
Responsible
Efficient
Punctual

ACHIEVEMENTS & AWARDS

Best Student Award

Best Worked Award

ACTIVITIES

LANGUAGE

- English
- Urdu
Arabic

Writing.
Volunteering.
Learning new languages.
Blogging.
Social media marketing.
Sports.
Traveling.
Reading.

REFERENCE

Will be Furnished on demand