



Muhammad Sulaiman

I intend to become a productive part of an esteemed organization and contribute towards its growth and development. An environment of challenge and opportunity will definitely help me to discover my own capability of creativity and determination.

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📍 Muhammad Sulaiman S/O Muhammad Usman
National Paints Sharjah Dubai.
Employment Visa (Expire date:05/06/2024)

f facebook.com/usalman@ymail.cm

EDUCATION

BS (Hon's) in Commerce

Government Collage University Faisalabad
03/2012 - 07/2016,
Pakistan

Intermediate in Commerce

Jinnah Collage of Commerce Gojra
03/2010 - 02/2012,
Pakistan

Matriculation

Board of Intermediate and Secondary Education
Faisalabad
03/2008 - 02/2010,
Pakistan

WORK EXPERIENCE

Assistant Accountant

(Making Sales Tax Invoices & Cash officer)
Khaiber Star Safety Glass Manufacturing
16/March/2022 till continue
Al Qusais Industrial Area 4 - Dubai

Assist In-Charge Accounts & Cashier

(Cash handling, General Voucher, Petty Voucher,
Party Payments)
RCG Stores Gojra
11/November/2019 - 2022

Two years' experience as an Accounts officer & cashier at
Rafique Center Gojra (RCG) District Toba Tek Singh.

In-Charge Inventory Management/Warehouse (Data Entry, GRN, SRN, STO, Bill Verification)

RCG Stores Gojra.
11/November/2016 - 2019,
Pakistan

Three years' experience as Inventory Officer at Rafique
Center Gojra (RCG) District Toba Tek Singh.

SKILLS

Communication skills

Problem solving

Emotional intelligence

Numeracy skills

Teamwork

Organization and time management

Leadership and team management

Microsoft office and SQL

Essential Retail Management System

LANGUAGES

Urdu

Full Professional Proficiency

English

Professional Working Proficiency

Arabic

INTERESTS

Community Involvement

Traveling

Reading

Internet