



CURRICULUM VITAE

To join an organization where I can employ my skills and expertise and attain a High level of performance. I have the right attitude to indisputably perform competently in any field of assignment that would be given to me and ability to work well with others.

Nauman Maqsood Bhatti

Mobile No: +971557791104
Address : Sharjah Muwailah UAE

Personal Skills:

- ❖ Communication Skills.
- ❖ Team Work
- ❖ Time Management
- ❖ Attention to detail.

Personal Details:

Date of Birth : 05-04-1983
Nationality : Pakistan
Religion : Islam
Gender : Male
Marital Status : Married
Visa Status : Visit Visa

Language Details:

- 🇬🇧 English
- 🇺🇲 Urdu

Experience:

- 5 Years' experience as an Appraisal officer in Daman Support Program (Micro Finance Institute) Pakistan.
- 2 Years' experience as Admin officer in allied School Pakistan.
- 2 Years' experience as a relationship officer in Tamer Microfinance Bank LTD Pakistan.
- 2. Years' Experience as a Sales Executive in XAD Technology UAE.
- 2 Years' experience as a relationship officer in ASA Microfinance institute Pakistan.
- 2 Years' experience as a Cashier in Pakistan Currency Exchange Sahiwal, Pakistan.
- 2 Years' experience as a Cashier in Dollar East Currency Exchange Sahiwal, Pakistan.

Duties & Responsibilities

- Greet and direct customers.
- Provide accurate information (e.g. product features, Pricing and after-sales services)
- Answer customers' questions about specific products/services
- Ensure racks are fully stocked.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Manage transactions with customers using cash registers.

Qualification

- Master (Social Studies)

Declaration

I hereby certified that the above information is true and correct according to the best of my knowledge and my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive.

Applicant

Nauman Maqsood Bhatti