

**Muhammad Rufan**

AL Jafilya Park, Dubai, United Arab  
EmiratesMobile Number: 056 8048340  
Email: rufan546@gmail.com



**CAREER OBJECTIVE**

To contribute, apply and expand my experience and creativity in a responsible management post in a stable profession and a vision driven company that shares my belief in service, growth and excellence.

**QUALIFICATION**

- Client Relations, Verbal Communication, Telephone Skills
- Office Experience - General, Computer Skills
- Strategic Prospecting Skills
- Time Management
- Flexibility
- Multitasking

**WORKING EXPERIENCE**

**August 2022- till now**

CAKECRAFT UAE

**Counter & Sales Officer**

- Cash Counter
- Stock Updating
- Barcoding
- Packing List
- Pricing on Products
- Meet and greet customers upon entering the shop.
- Operate the point of sales system and handle sales transaction.
- Answer queries from customers
- Receive delivery from warehouse.
- Replenish stocks from displays.
- Clean and tidy up aisles and display areas.
- Making end of the day reports.

**Dec 2021 - March 2022**

UNITED BANK LIMITED LTD-Hangu Pakistan

**Branch Manager**

**Duties and Responsibilities**

- Maintaining accurate and complete transaction reports on a daily
- basis Issuing banker cheques demand drafts and paying the orders.
- Evaluating and providing better customer service to enhance customer satisfaction rate for the bank.

**Sep 2017 - Dec 2021**

AI FALAH BANK LTD – Hangu, Pakistan

**RELATIONSHIP MANAGER**

- Worked as accountant and supervisor.
- Worked in Bank reconciliation.
- Worked as sales manager.
- Personal loan and credit card officer.
- Salary balancing and crediting.
- well trained in Scanning and packing list updates.

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**EDUCATIONAL ATTAINMENT**

2010 - 2012  
BCOM  
Bachelor of commerce specialization in IT Information Technology  
CECOS University

2012- 2016  
Master of business administration (MBA Finance 3.5 years)  
Iqra National University

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**PERSONAL DATA**

Date of Birth : April 05, 1991  
Gender : Male  
Civil Status : Married  
Citizenship : Pakistan  
Visa Status : Employment  
Dialect Spoken : English, Urdu & Pashto

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*I hereby certify that the above information is true and correct to the best of my knowledge.*

**Muhammad Rufan**  
Applicant