

Muhammad Ibrahim






CAREER OBJECTIVE

To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organisation

PERSONAL INFO.

Date of Birth : 06,Jan,1997
Gender : Male
Marital Status: Unmarried
Nationality : Pakistan
Id Card No. : 3410166942545
Passport No. : DZ1022541

CONTACT

 universalskill44@gmail.com
 +971 521652987
 Al Qusais Bus station
Muhaisnah 2

PORTFOLIO

Linkedin
<https://linkedin.com/in/Ibrahimjamil>

SKILLS

EDUCATION

Oct,2018 - Feb,2021
Master of Science : Social Work
Punjab University Lahore

Oct,2016 - Sep,2018
Bachelor of Arts
University of the Punjab

Aug,2014 - Sep,2016
Intermediate
Government College Gujranwala

Jul,2012 - Jul,2014
Matriculation
Private School

EXPERIENCE

May,2022 - Present
Cashier
Al Dahab Exchange UAE

In my Role as a Cashier at Al DAHAB exchange Include Different Types of Responsibilities Like.

- Makes Transections And Payout Through Western Union, Trans Fast, Cash Express etc
- Register New Companies for WPS and process WPS Employees salaries in C3 Cards and in Bank Accounts.
- Provides good Customer Service, Greeting customers, answering questions about services, and addressing any concerns or issues they may have in a friendly and helpful manner.
- Accurately processing cash transactions, including receiving payments, providing change, and issuing receipts.
- Addressing customer complaints or issues with patience

May,2021 - Jan,2022
Digital Marketing (SEO specialist)
Mr. Greek

- Implemented comprehensive SEO strategies to improve organic search rankings and drive website traffic.
- Research Keywords and identify high-value target keywords.
- Managed on-page optimization efforts, including meta tags, headings, and content optimization etc.

- Expert in Computer Skills
- Ms Office
- Ms Excel
- Power Point
- Procient in English Typing
- Good Customer service
- Cash handling
- Foreign Currency exchange
- Expert in Website Ranking
- ON Page And Off Page SEO

LANGUAGE

- English
- Urdu
- HIND
- Punjabi
- Chinese

INTERESTS

- Learn new things

- Monitored and analyzed website performance using tools like Google Analytics and Search Consoled.

Mar,2021 - Dec,2021

Customer services Representative CSR

MIND Bridge

- Respond the customer inquiries, questions, and complaints via phone, email.
- Assist the customers with product or service information
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CERTIFICATIONS

May,2020

Computer Course

Universal Ideal INSTITUTE

Feb,2018

Chinese Language Course

Technology College