



MUHAMMAD ABDULLAH

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OBJECTIVE

Hi there! This is Abdullah Aslam i love to be a part of progressive organization which i can contribute my knowledge and skills.😊

SKILLS

- Ms Office: Making Report, Sheet Etc.
- Customer Service: Conflict resolution,Problem solver,Phone etiquette and team worker.
- Communication: Excellent Written and verbal Communication in Both English,Arabic and urdu.
- Basic Computer Literacy: Cash register use,inventory software system and point of sale system (POS).
- others: Data entry,lead generation,online research and emails management.
- Calling: Answering phone calls taking deliveries,Resolving the conflict,customer inquiries and providing the right information about product in english,urdu and arabic languages.

LANGUAGE

- English /Urdu /hindi/Arabic and Siraiki

EXPERIENCE

- 2022 - Present Sahel Nom Express Business bay branch**
Cashier/Customer service: Manage transactions with customer using the point of sale system,taking cash,credit and debit system
- March 2022 - Sep 2022 Sahel nom express,Dubai Mall branch**
Cashier/Customer service: Taking order from customer Handling the cash and transaction making report end of the day,cross sell or upsell products resolve customer complaints and concerns.
- 2021 - 2022 Standard Secondary School**
Physics And Chemistry Teacher: Creating lesson plans and teach them according to it,overseeing the laboratory activities , preparing and delivering the lecture sessions.
- 2018 - 2019 Life Care dental clinic**
Receptionist/Cashier: Greet patients and customer,receiving and sorting mail,scheduling appointments,Making receipt and Patient file Making sales and report end of the day.
- 2019 - 2020 Al nasir Clinic:**
Receptionist/Cashier: Greet patients,Making patient file,handling the cash making transactions and end of the day.

EDUCATION

- 2021-2022 College of boys Bufferzone**
Intermediate in Pre-engineering
Percentage: 52%
- 2012-2021 CPLC public School**
Matriculation in Computer science
Percentage: 84% 'A+'

PERSONAL INFORMATION

Nationality
Pakistani

Religion
Islam

Marital Status
Single

ACHEIVEMENT/AWARDS

Best Calligraphy Writing
Represented In School and college

Project/Speech: (2012/2016)
Preparing the project and maintaining the speech about green house effect and global warming made me the winner among 200+ schools in year 2012 and 2016

HOBBY

Photography
When I free i love to photography, Capturing the different shots at different spot and edit in a beautiful way

and care in a second way.