

# MUHAMMAD SULTAN



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Dubai-UAE

Nationality: Pakistan ( Employment visa)



## PROFESSIONAL SUMMARY

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Business Setup, Business Management and Business center professional with ( 4+ years of experience) ready to develop career foundation with expanding operation. Dedicated to keeping record accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, Buying and Selling, renting office manage and maintain the business.

## EDUCATION

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**Bachelor of Commerce (Hons) - Accounting and Finance**

**2016 TO 2020**

**Bahauddin Zakariya University - Multan, Pakistan**

**Certificate of Computer Application, (CCA)- Pakistan**

**2016 TO 2017**

## PROFESSIONAL EXPOSURE

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### **SALES REPRESENTATIVE AND MANAGEMENT**

**DIAMOND SKY BUSINESS CENTER ( DUBAI)**

**2021 TO 2023**

- Renting offices dealing with customers and manage the documents.
- Managing the office Documents contracts, Tenancy contract and all business system.
- Developed monthly, quarterly and annual profit and loss statements.
- Handling office staff and customers on daily basis.
- Completed financial reports to inform CEO and stakeholders.
- Handling advertisement and follow up leads and clients.

### **PUBLIC RELATIONS OFFICER ( PRO )**

**DIAMOND SKY & DAR AL HAY**

**2022 TO Till Continue**

- Company formation and Trade License Department of Economic Development, ( DED)
  - Processing and carrying out all transactions relating to visas, permits, medical of employees
  - New License and renewal License, and all related procedures of the companies in DED
  - Liaising with various Government Departments and Agencies.
  - Supported management by processing invoices and documents with consistent on-time delivery
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## **SOFTWARE PROFICIENCY AND EXPERTISE**

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- Department of Economic and Development
- Ministry of Human Resources and Emiratisation (MOHRE )
- MS Office ( Complete )
- Company Formation DED
- Business Management
- Sales representative
- Public relations Officer PRO
- Financial Reporting
- Expense reports
- Invoice and Collections
- Month-End Reports.

## **TECHNICAL EXPOSURE**

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- Independent Research Skills
- Proficient in sales and management
- Business Consultant.

## **REFERENCES**

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Reference could be furnished on Demand