







Shakirullah Amin


Personal Info

 shakirullahamin20@gmail.com

 0547030395

 73, Al Asayel St, Dubai , United Arab Emirates

 Pakistan

 04/03/1996

Education

● Bachelor Degree (A)

University of Swat

Jun 2017 - Jul 2021

Genetical Engineering

Skills

SAP ERP - Experienced

Microsoft Office - Experienced

Teamwork - Expert

Time management - Expert

Adaptability - Expert

Leadership - Expert

Languages

English - Fluent

Urdu - Native Speaker

Summary

Professional employee with 6 years of experience in a corporate setting. Adept at managing multiple tasks, working with customers and providing office support.

Work Experience

Security Guard, United Security Group, Dubai

January 2023 - Present

- Wrote incident reports and regularly patrolled the premises
- Ensured the safety of personnel, guests, and premises.
- Monitored alarms and performed regular security checks.
- Regularly monitored security cameras.

Office Assistant, Dominion decor (Freelance), Abu Dhabi

February 2022 - November 2022

- Managed daily operations of large office, including inventory management, filing, data entry, and customer relations.
- Interacted with customers on a daily basis to answer inquiries and provide a high level of customer service.
- Greeted visitors and directed them to appropriate personnel.

Cashier Clerk, Green Light Super Mart, Mingora Pakistan

July 2016 - November 2021

- Processed payments accurately and efficiently in a high-volume environment as a cashier Clerk a Mart.
- Demonstrated strong customer service skills while assisting customers with purchases, returns and refunds.
- Handled cash and credit card transactions in accordance with company policy and procedures.
- Resolved customer complaints in a timely and efficient manner.

Courses

SIRA licence , Dubai

January 2023 - December 2024

Hardware and Networking , Mextech computer institute (A+)

February 2012 - April 2012

Information Technology , Skill Development Council (A+)

January 2011 - February 2012