

# Curriculum Vitae

**Saadat Sher**

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**Dubai, U.A.E**



**APPLYING FOR ANY SUITABLE JOB**

## OBJECTIVE

Seeking a position with a dynamic organization which will enable me to apply my educational and creative skills and have the opportunity to develop in-depth knowledge to make optimum use of my skills and capabilities in a reputable organization that will offer me a chance to grow my career opportunities.

## EDUCATIONAL QUALIFICATION

- ✓ B.Com Allama Iqbal Open University, Islamabad 2016
- ✓ F.Sc Board of Intermediate & Secondary Education, 2008 ,Kohat
- ✓ SSC Board of Intermediate & Secondary Education, 2006 ,Kohat

## WORK EXPERIENCE

**Administrator in IBL Pharmaceutical**  
(April 2014 – October 2017)

**Responsibilities:**

- ✓ Invoicing
- ✓ Store Record Keeping
- ✓ Counter Check Record
- ✓

**Sandwich Artist in Subway Restaurant**  
(Feb 2017 – Nov 2021)

**5 years experience in Forex Field**

## KEY SKILLS

- ✓ Hard Working, Punctual & Optimistic.
- ✓ Good Learning & Listening Abilities.
- ✓ Committed to providing excellent quality service.
- ✓ Willing to go out of my way to make guests comfortable.
- ✓ Learn quickly, and able to work under pressure.
- ✓ Provide excellent service and develop rapport with customers.
- ✓ Results-oriented, self-starter with experience .
- ✓ Keen Sense for Details
- ✓ Can work for long Hours
- ✓ Flexible and Quick Learner
- ✓ Can take challenges with confidence
- ✓ Ambitious
- ✓ Under Take responsibility easily & Confidently
- ✓ Good Relationship Building Skills

## PERSONAL DETAILS

Date of Birth	:	27-March-1989
Nationality	:	Pakistani
Gender	:	Male
Marital Status	:	Married
Language Known	:	English,Hindi,Urdu

## PASSPORT DETAILS

Passport no	:	FR127823
Visa status	:	Employment visa
Date of issue	:	23 NOV 2022
Date of Expiry	:	22 NOV 2027

## DECLARATION

I hereby declare that all the above details are true and best of my knowledge. I promise that I am eligible to do the above mentioned posts in the Company.

SAADAT SHER