



Zain ul abdin

Contact Details

Mobile: +971 581398965
whatsapp: +92 347 7807889
Email: Reforms77796@gmail.com
Visa Status: Visit Visa

Personal Strength

Ability to work under tense situation
Self-motivated
Monitoring and Evaluation
Keen observer

Languages

Urdu
Punjabi
English
Arabic

WORK EXPERIENCE

ENERGY GREEN INSULATION LIMITED, PAKISTAN

Administrator 2023 to 2024
Preparing organizing and storing information in paper and digital form dealing with queries on phone and by email

MAJESTIC BAKERY AND CATTERING LLC, UAE

Sales and cashier from 2018 to 2022
Serve customers by developing a report, building customer confidence providing accurate information and promoting product through point to sale.
Assist customers by providing information and resolving thier complaints.
Maintained high productivity by efficiently processing cash, credit, debit and voucher program payments for customer.

HAJI AND COMPANY EXCHANGE

Cashier 2016 to 2018
Assist customers by providing information and resolving thier complaints.

FAISALABAD DEVELOPMENT AUTHORITY, PAKISTAN

Computer Operator 2014 to 2016
Used MS Excel to organized company data and budget report.
Maintained office inventory by tracking stock items with advanced skills in MS Excel
Managing large datasheet.

Academic Profile

GOVERNMENT COLLEGE UNIVERSITY
FAISALABAD, PAKISTAN
Bachelor of computer science, 2018

Skills and Abilities

- Planning and organizing skills
- Quick learner
- Learning style management
- Performance assessments
- leadership skills