



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.

LANGUAGE

- English /Urdu /hindi/Arabic and Siraiki

EXPERIENCE

- 2022 - Present Sahel Nom Express Business bay branch**
Cashier: 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: 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.
- March/2022 - October-2022 Aeon & Trisl Real estate Pvt.Limited Karachi**
Receptionist/Front desk: Proficient at administrative tasks, including maintaining the reception area, greeting guests, answering multi-line phone systems, and maintaining office equipment.
- 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.
- 2018 - 2018 Al Nasir Clinic:**
Cashier/Receptionist: Resolving the customer conflict, Preparing the patients file handling cash, making report and doing 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

Photography

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