



# YASIR ZAMAN

## SKILLS

Strong Analytical and problem solving.  
Good attitude and communication.  
Management, digital marketing and strong leadership skills.

## Work Experience

### TECOM DIC Dubai

#### A. Three month work experience as a Receptionist in TECOM

FEB  
-  
MAY  
(2023)

#### Dubai internet city.

- Worked with honesty in all the areas of responsibility.
- Provide product and services information to customers.
- Management and resolve customers complains.
- dealing with customers and client via email and calls.

### Royal Taste Cafeteria and Restaurant Ajman

#### B. Six months work experience as a cashier in Royal taste cafeteria .

JUNE  
-  
NOV  
(2022)

- Management transaction, handling payment and providing excellent services to customers.
- Ensuring correct meal price, accepting payments and administrative receipts to customers.
- Take orders of customers ,resolve any pricing complaints and providing best solution.

### AL Badar Manufacturing (PVT)

#### C. Work as an Accounts Assistant in AL Badar Manufacturing

2015  
-  
2021

#### (PVT) Gadoon Amazai Industrial Estate

- Preparation of Bank Payment Voucher, Cash Payment Voucher, Bank Receipt Voucher, Journal Voucher.
- Salary to Daily wages on weekly and monthly basis.
- Data Entry Monitoring of Material and Finish Goods.

### GIGA MALL ISLAMABAD

#### D. Work as an sale man in Giga Mall Islamabad

2014  
-  
2015

- Greeting and help customer find item in the store.
- Provide accurate information about items.
- Selling product & service using solid argument to customer.
- Establish , maintain positive business & customer relationship.
- supply management with reports on customer needs , problem & interest.

+971-525655468

yasirzaman094@gmail.com

Al mateena st-23 deira dubai

Visa status: Resident visa

Passport No: DN5200232

## Education

### Bachelor of Business Administration (BBA finance)

Preston University  
2010 - 2014

### Faculty of science (FSc)

Govt-H-s-school swabi  
2008 - 2010

## ABOUT ME

To build upon and enhance my professional skills and abilities in a reputed and dynamic organization that give opportunity to fresh innovative minds to evolve and to build career in a professional manner.

## Language

English

Urdu

## PERSONAL PROFILE

Father Name : Noor Zaman Khan  
Date of Birth : 15th April, 1991  
Marital Status : Married  
Nationality : Pakistani