

GHULAM MUSTAFA SARWAR



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mustafasarwar1214@gmail.com

Dubai, UAE

EDUCATION & TRAINING

- Master of Arts
- Bachelor of Arts
- F.S.C Pre Medical
- Matric in Science

Personal Data

Date of Birth : 01 Jan 1995

Gender : Male

Marital Status : Married

Nationality : Pakistani

Language

English

Urdu

Hindi

Punjabi

Passport Details

Passport No. : EU5992001

Date of Issue : 19 Jun 2023

Date of Expiry : 18 Jun 2033

Visa Status : Employment Visa

CAREER VISION

Energetic and cordial customer service professional with skills in money management and communication. Handles working in the cashier role with ease and enjoys being part of a team to get tasks done more quickly. Always open to learning on the job.

PERSONAL SKILLS

- Company & customer expertise
- Communication Skills
- Strategic perspective
- Leadership
- Value-based selling
- Financial reporting
- Accuracy & precision
- Dealing with incoming invoices
- Customer services
- Document fixed assets
- Preparing budgets & reports
- Recording financial transactions
- Maintaining accurate financial records

WORK EXPERIENCE

Company Name: Mattesys IT Sloution, Dubai-UAE

Designation: Sales Account Manager

Duration: Jul 2023 to Till Now

Company Name: Aces Accountant & Management System, UAE

Designation: Assistant Accountant

Duration: 2022 to 2023

Company Name: Allied Bank of Pakistan, Pakistan

Designation: Cashier

Duration: 2019 to 2022

Company Name: Metro Bus, Pakistan

Designation: Booth Operator

Duration: 2018 to 2019

Company Name: US Apparel & Textiles, Pakistan

Designation: Quality Controller (Finishing Department)

Duration: 2016 to 2018

DECLARATION

I hereby declare that the above-mentioned statement is true of my knowledge.

GHULAM MUSTAFA SARWAR