

Muhamma Faizan

Mobile No: +971-54-3201694
E-mail: fyzanfyzi@yahoo.com
Passport No: DG-8913242
Visa Status Employment



Career Objective

To attain suitable position in an esteemed organization to utilize all my constructive abilities. Aiming to contribute well in keeping the organization's standards and develop my career and quality of work as per demand to achieve the desired result.

Work Experience

- ❖ **Company Name** : Arab Center for Engineering Studies Dubai
- ❖ **Position** : Data Entry Operator
- ❖ **Period** : April 28th 2018 up till now

Duty and Responsibility

My responsibilities were

- ❖ Enter data into appropriate fields; databases, records, and files
- ❖ Transfer data from written records and paper formats via computer
- ❖ Update databases or records with new information as it becomes available
- ❖ Create and organizing spreadsheets with large numbers
- ❖ Summarizing and compiling data for standardized reports
- ❖ View and verifying confidential or private customer/client information;
- ❖ Protect the information and identities of customers/client
- ❖ Verifying data by correctly checking and comparing source documentation
- ❖ Organizing paper formats, paper backups, and material source files as needed

Work Experience

- ❖ **Company Name** : Shahzad Traders
- ❖ **Position** : Office Assistant – Admin & Account
- ❖ **Period** : Jan 2016 till Feb 2018

Duty and Responsibility

My responsibilities were

- ❖ Create, send, and follow up on invoices
- ❖ Answer Phone and transfer to appropriate staff member
- ❖ Monitor incoming e-mails and answer or forward as required
- ❖ Receive, sort and distribute incoming mail
- ❖ Maintain office supply & developed Excel based inventory lists
- ❖ Prepare and complete warehouse orders for delivery according to schedule
- ❖ Receive and process warehouse stock products
- ❖ Collect and enter data for various financial spreadsheets
- ❖ Maintain directory of documents for filing system- electronic and hard filing

Work Experience

- ❖ **Company Name** : **MICRO Tech Industries**
- ❖ Position : Office Assistant
- ❖ Period : Nov 2014 till Dec 2015
- ❖ Project : USAID (PDP)

Duty and Responsibility

My responsibilities were

- ❖ Answer, screen and transfer inbound phone calls
- ❖ Receive and direct visitors and clients
- ❖ General clerical duties including photocopying, fax and mailing
- ❖ Maintain electronic and hard copy filing system
- ❖ Retrieve documents for filing system
- ❖ Resolve administrative problems and inquiries
- ❖ Maintain office supply inventories
- ❖ Coordinate and maintain records for staff, telephones, parking

Work Experience

- ❖ **Company Name** : **MB Consulting**
- ❖ Position : Data Entry Operator
- ❖ Period : Aug 2013 till Feb 2014
- ❖ Project : USAID (PDP)

Duty and Responsibility

My responsibilities were

- ❖ Prepare, compile and sort documents for data entry
- ❖ Check source documents for accuracy
- ❖ Verify data and correct data where necessary
- ❖ Obtain further information for incomplete documents
- ❖ Enter data from source documents into prescribed computer database, files and forms
- ❖ Check completed work for accuracy
- ❖ Make sure the readily data/information availability for the higher management.
- ❖ Completion of the required task within the desired time.
- ❖ Manage additional responsibilities including troubleshooting, file backups, regular updating and retrieval of data as and when required.

Work Experience

- ❖ **Company Name** : **Northern Bottling Company (pvt) ltd**
- ❖ Position : Computer operator
- ❖ Period : Feb 2011-Jun 2013
- ❖ Type of Org. : Food & Beverages

Duty and Responsibility

My responsibilities were

- ❖ Organize office and assist associates in ways that optimize procedures
- ❖ Sort and distribute communications in a timely manner
- ❖ Create and update records ensuring accuracy and validity of information
- ❖ Schedule and plan meetings and appointments
- ❖ Monitor level of supplies and handle shortages
- ❖ Resolve office-related malfunctions and respond to requests or issues
- ❖ Coordinate with other departments to ensure compliance with established policies
- ❖ Maintain trusting relationships with suppliers, customers and colleagues

Educational Qualification

Institution	Years	Award
University of Peshawar	2014	Bachelor of Arts

Other Certification

- ❖ Iosh Managing Safely

Computer Skills

- ❖ Microsoft Office (MS Word , MS Excel, MS PowerPoint)
- ❖ Internet surfing
- ❖ Operating system installation
- ❖ Hardware

Interpersonal skills

- ❖ Good Knowledge regarding Management and Administrative responsibilities.
- ❖ Possess good communication abilities and convincing skills.
- ❖ Problem solving at different levels of departments Strong organizational and time management,
- ❖ My virtue is faith in God and services to others.
- ❖ Facilities control and Management
- ❖ Very polite and helping nature, Strong interpersonal
- ❖ Dynamic enthusiastic & creative individual
- ❖ Able to Work under pressure & meet Deadlines
- ❖ Self-confidence & friendly nature makes me to adjust easily with different people and situation.

Personal Details

- ❖ Nationality : Pakistani
- ❖ Date of birth : 3rd March 1990
- ❖ Gender : Male
- ❖ Marital Status : single
- ❖ Religion : Islam
- ❖ Language : English ,Urdu , Hindi and Pashto
- ❖ Passport Validity : 11th March 2024

Reference