

MUHAMMAD ADNAN RASHID

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CAREER OBJECTIVES

Obtain a position where I can contribute my experience. I have very good customer service skills. I am a detailed and organized worker. I have always been punctual in my work and relied upon by my employer to guide other staff members. I work well independently or with other staff members.

PERSONAL DATA

DATE OF BIRTH	:	25/04/1983
GENDER	:	Male
NATIONALITY	:	Pakistani
PASSPORT NO.	:	JZ9842482
VISA STATUS	:	Resident
LANGUAGE	:	ENGLISH, URDU, PUNJABI

EDUCATION

❖ BACHELOR OF SCIENCE (2004) (Computer Science & Statistics)

C++, V. B , Database Data Structures Fundamental & Operator System Accounting

WORK EXPERIENCE

❖ **04 Years experience worked as Store Keeper In charge at Ali enterprises Lahore.**

Key Responsibility

Receive And Inspect Incoming Shipment For Accuracy And Quality.
Organize And Store Produces In Designated Area To Maximize Space And Efficiency.
Perform And Process Order For Delivery To Other Department.
Participate In Regular Audit To Ensure Inventory Accuracy.

❖ **03 Years experience worked as Counter Costumer Care at Ufone Franchise Karachi.**

Key Responsibility

Managing Current Customer Accounts.
Responding Promptly And Respectfully To Customer Complains and Queries.
Develops And Provides Systematic After – Sales Customer Care In Order To Create The Basis For Repeated Sales And Referrals.
Delivering Products To Customers As Needed.
Evaluating Customer Needs And Making Recommendations.

❖ **03 Years experience worked as Assistance Accounted at Nasa Mobile Shop Karachi.**

Key Responsibility

Utilize Accounting Software To Manage And Record Financial Transactions .

Assist In Preparing Financial Reports and Reconciling Accounts .

Ensure Compliance With Accounting Principles And Internal Processes.

3 Years Experience As Office Assistant In A.k Enterprises Lahore

Key Responsibility

Copy , Scan And Store Documents Systematically.

Check For Accuracy And Edit Documents Such As Contracts And Technical Files
Review And Update Documents To Ensure Compliance With Project And Quality
Standards.

Maintain Digital And Physical Filing System For Easy Retrieval Of Records.

Create Standardized Templates For Future Document Use.

Manage The Flow Of

SKILLS

- ❖ Good communication and interpersonal skills.
- ❖ Hard working team member
- ❖ Have the ability to work for long hours.
- ❖ Have the ability to work under pressure
- ❖ Good Listener & willing to learn more.

DECLARATION

I certify that we the above are true and correct to the best of my knowledge and ability. If given chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

MUHAMMAD ADNAN RASHID