

BIODATA

ABDUL MANAN
MOB: 0568099539
DIBBA/FUJAIRAH. UAE
Email:mananking78@gmail.com



CAREER OBJECTIVE

A self-motivated, committed and enthusiastic *Individual*
with uncompromising work ethics *And strong analytical skills which enable me*
To look into issues and develop feasible
Solutions. I am seeking a challenging position Where I make use of my knowledge and
Experience to increase the overall Effectiveness of the function. SKILLS.

EDUCATIONAL QUALIFICATION

- ❖ 10th passed in Computer science BOARD OF INTERMEDIATE & SECONDARY EDUCATION
- ❖ 12th passed in Computer science BOARD OF INTERMEDIATE & SECONDARY EDUCATION
- ❖ MS OFFICE
- ❖ MS EXCEL
- ❖ MS WORD
- ❖ POS SOFTWARE
- ❖ ISLAMABAD PAKISTAN DRIVING LICENCE
- ❖ Power point
- ❖ Communication
- ❖ Presentation
- ❖ Leadership
- ❖ Hard working
- ❖ Confident
- ❖ Problem Sover
- ❖ PROBLEM SOVER
- ❖ Self-Motivated
- ❖ Interpersonal

INTERESTS

Listening Music,
Playing Cricket,
Reading books,
Magazines and
Chatting on
Internet.

REPONSBILITIES

- Planning and organizing the day all opportunities are maximized.

- Submit daily records with supporting files
- Maintain a good standard of service to customers at all levels

SKILLS AND ABILITIES

- I am an amiable person well-liked by my peers, and a successful team
- Strong leadership abilities with a proven record of holding various leadership
- Quick learner
- Ability to work under pressure

STRENGTHS AND PROFESSION SUMMARY

- ❖ 7 Years working experience as a **CASHIER** in **BUTT KARAH RESTAURANT** islamabad Pakistan.
- ❖ 3 years working experience as an **ACCOUNTANT** in **BUTT KARAH RESTAURANT** islamabad Pakistan.
- ❖ Professional **DRIVER** islamabad pakistan licence with 10 year experience
- ❖ 2 year year experience as a **SALE MAN** in **K&S MINERAL WATER** Company in islamabad pakistan
- ❖ 3 year experience in **TAXI with UBER , CAREEM , INDRIVE , YANGO , BIKEYA**
- ❖ 2 year experience as **SUPERVISOR** iin **GULL MEGA MART** PAKISTAN
- ❖ Hard working and capable of working well under pressure
- ❖ Excellent team player and easily adapt to changing work environment
- ❖ Good analytical and interpersonal skills
- ❖ Honest, stable and reliable

PERSONAL DETAILS

GENDER : MALE

DATE OF BIRTH : 19/07/1994

RELIGION & CASTE : MUSLIM

NATIONALITY : PAKISTANI

LANGUAGES KNOWN : HINDI , ENGLISH , URDU ,PUNJABI & PASHTO

MARITAL STATUS : SINGLE

VISA STATUS : VISIT VISA

I HAVE DRIVING LICENCE OF PAKISTAN

PASSPORT

Passport Number : BL3410971
Place of issue : PAKISTAN
Date of issue : 26/04/2023
Date of expiry : 24/04/2028

- **DECLARATION**

I hereby declare that, all the above information's made in this application are factual and correct to the best of my knowledge and belief.

ABDUL MANAN

