

Muhammad Hussain

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Objective

To join a company that promotes experience in professional growth its employees, thus enabling me to maximize my potential and as a professional and would help me build my career that is based on continuous education and professional development

Personal Skills & Traits

- Have Knowledge and Experienced in Computer Skills.
 - AutoCAD
 - Microsoft Word, Excel, PowerPoint
 - Online Trading / Purchasing/ Analysis and Customer Support Management.
 - A Professional Email Communicator.
 - Warehouse Management.
- Have Knowledge and Experienced managing warehouse entities.
- Have Knowledge and Experienced in Online Customer Support, Purchasing & Analysis from 1688, Ali Baba, Amazon.
- With Leadership Ability, A professional Email Communicator, Hardworking, flexible, patient, confident and committed in working with other people.

Employment Record

- **Company Name:**
- **Team E Trade/ Trademe New Zealand.**
05/03/18–To- 13/8/2023



Designation: HOD Customer Support Team.

Responsibilities:

- ❖ After Sale Services.
- ❖ Order Preparation.
- ❖ Credit Card Payments & Bank Transactions handling
- ❖ Monthly and Annual Reports.
- ❖ Purchase from 1688, Ali Baba, Amazon ,Trademe New Zealand.
- ❖ Products and Sellers Analysis.
- ❖ Dealing with Aramex Courier Services, Courier Post and many more shipping companies.

- **Company Name:**
- **Maqbool Textile Ginning Unit.**

15/10/12– To- 15/5/13



Designation: Computer Operator / Assistant Cashier.

Responsibilities:

- ❖ Preparing daily reports.
- ❖ Handling Cash in ,out
- ❖ Weekly and Monthly Reports.
- ❖ Accounts Audit Report
- ❖ Preparation final reports.

- **Company Name:**
- **Maqbool Textile Mills Kot Addu.**

20/5/13–To- 20/10/15



Designation: Warehouse Manager. / Store Keeper

Responsibilities:

- ❖ Goods Inwards.

- ❖ Goods Outwards.
- ❖ Issue Book
- ❖ Demand Book
- ❖ Monthly Balance Sheet
- ❖ Annual Audit.

▪ **Company Name:**

▪ **Bin Hashim Super Market**



23/10/17–To- 02/02/18

Designation: Counter Cashier.

Responsibilities:

- ❖ Cash Tilt handling
- ❖ Closing Sheets

▪ **Personal Profile:**

- ❖ D.O.B : October 10, 1988
- ❖ Gender : Male
- ❖ Age : 35 years old
- ❖ Marital Status : Married
- ❖ Nationality : Pakistan
- ❖ Religion : Islam
- ❖ Language(s) : English, Punjabi, Urdu
- ❖ Phone Number : +971 056 112 8667
- ❖ Visa Status : Employment 15/09/2023 to 14/09/2025
- ❖ NOC Status : Available

Educational Background

Certificate	Passing Year	Subjects	Board/University
Matric	2003	Bio, Chem. Phys. Math	BISE Multan
Intermediate DBA	2005	Economics, Accounts, Statics	Punjab board of technical education Lahore
AUTOCAD	2009	2D, 3D Drawings	College of Excellence Multan
PGD	2010	V.B, Java, Microsoft Office	Punjab board of technical education Lahore
Graduation	2011	Economics, Education, Eng	BZU Multan

Professional Experinces.

- Two years Warehouse Management experience.
- Five Years Online Trading Experience with Trademe New Zealand
- ❖ Further Information Available upon Request

I hereby certify that the above information is true and best upon my knowledge.

Muhammad Hussain