



INFO



Name:

Muhammad Fazal



Address:

Flat no.: 502, M1 Building,
Garden city, Al Jurf, Ajman, UAE



Phone:

(+971) 561104766



EMAIL:

brownboy12347@gmail.com

COVER LETTER

TO,
HR DEPARTMENT

COMPANY:
Recruiting Company

JOB REFERENCE:
Position Applied

Respected Management:

I wish to offer my sincere for a suitable post in your esteemed organization where I can blend my qualification and abilities to gain real life experience for advancement in future.

I am looking for a challenging environment that requires dedication and hard work. I will attain additional career growth opportunities within your organization.

Thank you for your consideration. I am looking to hearing from you at your earliest convenience.

mfazal

MUHAMMAD
FAZAL



MUHAMMAD FAZAL

Personal Details:

Nationality: Pakistani

Age: 23 years

Marital Status: Single

Visa Status: Resident (from 17 years)

License: Valid UAE light vehicle driving
license (3 years old)

ABOUT ME

I am a highly self-motivated,
forward thinking and organized
Individual with the ability to work on
my own or as a versatile team player.
Constantly working to enhance my
Abilities to grow further in my career.

CONTACT ME

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UAE

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MY SKILLS

- Active listening and communication
- Public Relations
- Proficiency in Microsoft Office
- Flexible and Adaptable
- Hardest worker in the Room

Academic Qualification

High School

2016-2018

High School HSSC in Science (Grade 12) from Pakistani Islamic
School Ajman Percentage=67%/100%.

SECONDARY SCHOOL

2014-2016

Matriculation (Grade 10) from International Indian School Ajman.
CGPA= 8.4/10.

MICROSOFT OFFICE DIPLOMA

2016

Microsoft office certificate from The Infomatics Institute.

WORK EXPERIENCE

Sales Executive

2021-2022

Worked as a **Sales Executive** at **Emirates Panel Manufacture LLC (ACP)**
Reference: Mr. Muhammad Khedr (+971) 501301091

SALES MANAGER

2019-2021

Worked as a **Sales Manager** at **DLS INTERNATIONAL FZC (Acrylic factory)**
Reference: Mr. Michael (+971) 521057258, Mr. Qiwei Dai (+971) 529325888.

CUSTOMS CLEARANCE AGECNT

2019-2021

Worked as a **Customs clearance agent** at **DLS INTERNATIONAL FZC**
in Hamriyah Free Zone (Sharjah Customs).
Reference: Mr. Michael (+971) 521057258, Mr. Qiwei Dai (+971) 529325888.

ADMIN+PERSONAL ASSISTANT

2019-2021

Worked as **Admin+Personal Assistant** at **DLS INTERNATIONAL FZC**.
Reference: Mr. Michael (+971) 521057258, Mr. Qiwei Dai (+971) 529325888.

EVENT MANAGER

Temporarily

Worked as an **Event Manager + Crew member + Support staff** for
The Eventz House Company and Front Row Events.
Reference: Mr. Adnan (+971) 561332122, Mr. Osama (+971) 553632278.

PROMOTER + Retailer

Temporarily

Worked as a **Sales promoter** for OPPO mobiles and retailer for **ADIDAS**.

LANGUAGES

Fluent in communication with middle eastern (Arab), Western, Asian people.
Excellent command on following languages, both written and spoken:

- ENGLISH
- ARABIC
- URDU
- HINDI
- SARAIKI
- PUNJABI