

CURRICULUM VITAE

KHIZAR ABBAS SARDAR KHAN

Al Yarmook, Sharjah UAE

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Visa: Employment Visa

With Valid UAE Driving License (Manual)



OBJECTIVE

To endeavor utilizing all my abilities, which provide as opportunity to grow my intellect so that I can utilize all of analytical and communication skills effectively, an efficiently which benefits myself but also provides comprehensive boost to the organization or the group, I am working for:

EDUCATIONAL QUALIFICATION

S.S.C (Intermediate) **2015** in Computer Science from Board of Intermediate & Secondary Education, Rawalpindi, Pakistan

COMPUTER SKILLS

- One year course of Computer Office (word, Power point, Typing tutor, Window installation) From Intelligence Quotient Institute For English Language & Computers, Chakwal

WORK EXPERIENCE

- At present Working as a Sales Executive for 3 years in (ALMAYA MART L.L.C. BRANCH DUBAI).
- Worked as a Merchandiser for 2 years in (ALMAYA MART LLC BRANCH DUBAI).
- Worked as a Sales Executive for 5 years in Intiaz Supermarket (Pakistan)
 - Worked as a courier delivery for 1 years in (AIMAYA MART LLC BRANCH DUBAI)

Responsibilities and Skills:

- Displaying the goods in a proper and beautiful way.
- Answer queries of customers.
- Assist customers to find the goods and product.
- Ordering and receiving goods and keeping its stock.
- Keep the store/section neat and clean.
- Handle cash machine (POS).
- Work in co-operation with teammates.
- Handle orders, complaints, and other enquiries.

LANGUAGES KNOWN

- Urdu – Speak, Read & Write
- English – Speak, Read & Write
- Arabic - Speak

SUMMARY OF QUALIFICATION

- Ability to perform duties assigned by the immediate superior with minimum supervision.
- Highly trainable, fast learner, adapt well to changes and pressure in the workplace.
- Friendly with an upbeat attitude.
- Ambitious, dedicated, hardworking and committed to excellence.

PERSONAL PROFILE

Name	:	KHIZAR ABBAS
Father's Name	:	SARDAR KHAN
Nationality	:	Pakistan
Gender	:	Male
Date of Birth	:	05/01/1996
Marital Status	:	married
UAE Driving License	:	4005957 (Manual)

PASSPORT DETAILS

Passport No.	:	LY1014172
Place of Issue	:	Pakistan
Date of Issue	:	23/02/2020
Date of Expiry	:	21/02/2025

DECLARATION

I hereby declare that the above given information is correct and true to the best of my knowledge and belief.

KHIZAR ABBAS

