



SYED MUJTABA HAIDER NOOR

About Me

A well-presented, energetic and confident individual with a proven ability to provide exceptional customer service. Having an outgoing personality, good interpersonal skills and the ability to work in a multi-national team environment with confidence and minimal supervision.

CONTACT



Phone

+971506601416



Email

syedmujtabahk@gmail.com



Address

rolla bus stand clock tower maysaloon
sharjah UAE

Softwares

MS Office

95%

MS Excel

95%

Expertise

- SYSTEM OPERATOR
- DATA ENTRY
- CASHIER
- MARKETING
- ACCOUNTS
- BANK CREDIT CARD

Language

English

URDU

PERSONAL DETAILS

- NAME: SYED MUJTABA HAIDER NOOR
- FATHER NAME: GHULAM SHABBIR SHAH
- DATE OF BIRTH: 22 JULY 1998
- MARITAL STATUS: UNMARRIED
- RELIGION: MUSLIM
- GENDER: MALE
- NATIONALITY: PAKISTANI
- PASSPORT NO: CY0009061
- VISA STATUS: EMPLOYMENT
(AUG,18,2022 Till AUG,17,2024)

EXPERIENCE

2019 - 2020

FALCON FREIGHTING CONTAINER YARD

SYSTEM OPERATOR

2017 - 2019

HONDA SHOWROOM

FINAL INSPECTOR

2020 - 2022

TEZMEDZ MEDICINE RETAILER COMPANY

SYSTEM OPERATOR

IMTIAZ SUPER STORE (KHI)

WORK TENURE : 8502019 - 2022

DESIGNATION : SHELF STACKER

Responsibilities:

- Overseeing the planning and implementation of merchandising strategies.
- Creating eye-catching store layouts that showcase the brand and aesthetic of the company.
- Negotiating the costs of inventory for multiple stores.

EDUCATION

HIGH SCHOOL

S.S.C (SECONDARY SCHOOL CERTIFICATE)

KARACHI , PAKISTAN

INTERMEDIATE

H.S.C (HIGHER SECONDARY CERTIFICATE)

KARACHI , PAKISTAN

COMPUTER SKILLS

- MS OFFICE
- DATA BASE , CASE TOOL
- Operating Systems Windows 98, 2000, XP, Vista, Win7 & Win8 Pro. Win10. WAN & LAN

○ **Administrative Capabilities & Personal Behavior.**

Supporting management by handling all routine and administrative work. Creating, maintaining, and contributing ideas on improving office procedures. Receiving and carefully checking, sorting, and dealing daily work efficiently. Meeting and welcoming with appropriate and concern people even customer. Learning quickly to adapt the new working environments and concepts. Setting high but achievable standard of work. Ensuring neat and tidy standard of work, Listening advice of my Superior. ed3Maintaining a friendly and business-like manner of all times

○ **Career Objective.**

To contribute my knowledge and skills in an environment in which these skills are valued and valuable. To have and create opportunities to improve and broaden my skills, set to ensure that I continue to be an asset to colleagues and to the organization. To secure a challenging responsible position that will utilize my potential in the field of Administration, Public Relation and Accounts.

○ **Reference**

References will be provided on your request