

# MUHAMMAD UMAIR



## CONTACT

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ul Kahima

## SKILLS

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Office Management Stock  
control Storage and  
organization Documentation  
and reporting Teamwork and  
communication Problem-  
solving and analytical skills

## INTERESTS

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Developed and implemented  
a project management plan  
for a personal business  
venture Created and  
maintained a personal  
website or blog managed a  
team of volunteers for a  
community event developed  
and implemented a personal  
budget and financial plan  
created and executed a  
marketing plan for a personal  
product or service

## NATIONALITY

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Pakistani

## LANGUAGES

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English Urdu

## OBJECTIVE

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I seek challenging opportunities where I can fully use my  
skills for the success of the organization.

## EXPERIENCE

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2021 -  
2022

### Store keeper

Izan Store MS collection  
Responsible for managing and  
maintaining the storage facility ensuring  
accurate inventory levels and providing  
excellent support to the operations team

2023 -  
Until  
now

### Store keeper

REDA RAK LLC  
Assistant store keeper Receive inspect  
and store incoming stock and issue stock  
to authorized personnel.

1 1 2022  
- 1 6  
2022

### Bike Rider

Food Panda  
Working as a bike rider in home country

## EDUCATION

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2018

### Matric

MC High School

2020

### FA in IT

Govt Degree College

2021

### Office Management and Graphics Designer

Pasban Technical Training Center  
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## LICENSE

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Have UAE bike license