



MUHAMMAD NAEEM

Date of birth: 05/06/1985 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

(+92)3446688579(Mobile) | **Email:** naeem5686@gmail.com |

Occupation: Load & Unload worker
Iqama No:-----

WhatsApp: +923446688579

Address: AlKharj Saudi Arabia

● ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

● EDUCATION AND TRAINING

10/09/2007–15/12/2009 Lahore Pakistan

BACHELOR OF COMMERCE

Punjab University Lahore Pakistan

Website <https://www.pu.edu.pk/>

● LANGUAGE SKILLS

Mother tongue(s): URDU | PUNJABI

Other language(s): ENGLISH & ARABIC

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Proficiency of using computer and internet | MS Office | Software installing | Social Media Marketing
Communication Managing | Quick typing experience on the keyboard | Good English skills (both spoken and
written) | Meeting platform (Zoom, Teams, Skype) | Problem analysis & Problem Solving | Team management
& Team work Hardworking and Effective

● WORK EXPERIENCE

20/01/2018–15/01/2019 Lahore Pakistan

● DATA ENTRY CLERK: VICTORIA DEPARTMENTAL STORE LAHORE PAKISTAN

- 1- Maintenance of computers
- 2- Relations with suppliers
- 3- Problem Analysis
- 4- Problem solving

- 5- Sale report
- 6- Purchase & retail prices
- 7-Software installation

CASHIER SALES : ALBANI INDIAN RESTAURANT MAKKAH SAUDI ARABIA (2015 TO 2017)

- 1- Account handling
- 2- item's review
- 3- order processing
- 4- customer service
- 5- Sale Report sheet
- 6-Account maintenance

13/03/2019–25/06/2022

QUALITY CHECKER US Apparel & Textiles (Pvt) Limited LAHORE PAKISTAN

- 1- Visual Inspection
- 2- Measurement
- 3- Testing
- 4- Documentation
- 5- Monitoring Operations
- 6- Analyzing Data
- 7- Working with Teams
- 8-Participating in Training

● **DOCUMENT CONTROLLER**

● **Izhar Monnoo Developers Lahore Pakistan**

● 10/01/2024- 27/08/2024

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- 1-Document Management
 - 2-Compliance and Quality
 - 3-Distribution and Access
 - 4-Training status

● **HOBBIES**

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- 1-Reading Books
 - 2-Listening Music
 - 3-Badminton Player
 - 4-Travelling
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● **REFERENCE**

Will be provided on Demand