**Muhammad Talha**

**S/O**

**Ghulam Rasool**

**House No. 81, Umer Valley, Baggey Wala Road Faisalabad, Pakistan**

**Cell #0092306-6081980**

**m.talhaswi@gmail.com/jamal.sgd@gmail.com**

**OBJECTIVES: -**

Seeking To Join An Organization Recognizing As A Factor Of Productivity Of Prime Importance, Where My Experience Could Be Better Use Of And My Potentialities Are Exploited To An Optimum Level.

**EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***DESIGNATION*** | ***ORGANIZATION*** | ***FROM*** | ***TO*** |
| ***Cashir/Saleman*** | **Habitt (IBL Group) (A complete home store) KHI,LHR,FSD** | **Jan-17** | **Dec-19** |

Job Description:

* Invoicing the products.
* Assisting the in-charge for administration of Franchise.
* Seeking quotations for new purchases.
* Managing petty cash like expenses.
* Managing cash and other instruments through different reports
* Daily sales report
* Product sales
* Opening and closing sales/cash report
* Depositing payments in bank
* Customer dealing/handling
* Other reports and works as required by the management.
* Assisting the In charge to achieve overall goals of the company

**QUALIFICATION: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD/UNIVERSITY** | **DIVISION** | **YEAR** |
| B.Com | AIOU Islamabad | 1st Div | 2019 |
| D.Com | PBTE Lahore Punjab | 1st Div | 2015 |
| Matric | BISE Sargodha | 2nd Div | 2013 |
| Diploma in AutoCAD/Draftsman | Govt. of Punjab | 1st Div | 2019 |

**COMPUTER SKILLS: -**

* Operating Skills: Windows XP,
* Office Skills: MS Word, MS Excel,
* Internet: E-Mailing, Net Browsing.

**PERSONAL DATA: -**

* Date Of Birth: 12- Sep - 1998
* Marital Status Single
* Domicile: Sargodha
* Religion: Islam
* C.N.I.C: 38405-5384800-3
* Contact No: 0092306-6081980
* Permanent Add: House No. 17, St. 02, VIP Town Nishatabad Sillanwali, Sargodha

**AREA OF INTERESTS:-**

* Customer Service
* Sports/Cricket/Bed Minton

#### INTERPERSONAL SKILLS

* Strong Analytical Skills.
* Effective decision maker.
* Good team player.
* Smoothly work even under pressure and can manage multiple jobs simultaneously.
* Good communication Skills.
* Pleasant personality.

**REFERENCE: -** References Can Be Furnished If Required.