

Muhammad Shaaban

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Visa Status: Employment Visa
Marital Status: Single
Date of Birth: 21-04-1998

OBJECTIVE / STRENGTH SUMMARY

I am a young, energetic, quick learner, dedicated and self-motivated. Quick to take initiative and self-confident. I possess excellent personal and interpersonal communication skills, With a positive attitude and commitment to continuous improvement and productivity. I am flexible and you can crinkle me according to your requirement.

Work Experience

Property Consultant | Oracle Real Estate (Sharjah, UAE) 1st Sep-2022 till now

Responsibilities:

- Assisting clients to make sound property-purchasing decisions.
- Consulting with clients to identify their needs, preferences and financial concerns.
- Achieve individual monthly targets set by management.
- Regular contact with clients providing / gaining feedback.
- Negotiate and close the deals with customers.
- Follow up on all paperwork as necessary.
- Take photos and write listing for advertising on major property portals.

Accountant | Sadaqat Pvt Ltd. PAK (1.4 Years)

Responsibilities:

- Preparing and analyzing final settlement of workers.
- Reviewing and finalizing reports from HR before dispatching the final payments.
- Bank reconciliation.
- Make daily basis invoices.
- Enter data from sources and documents into the prescribed computer database, files, and forms.
- Cross-checking of admin's reports to ensure the reports are error-free before releasing payments to vendors.
- Controlling all documents relevant to accounts, finance and HR All kind of Computer works and documentation.

Internship 6 months

Sadaqat Pvt Ltd.

Responsibilities:

- Material management in SAP.
- Preparing data in excel sheet and updating in SAP.
- Generating and assigning material numbers in SAP.
- Collecting required data and information from concerned departments regarding all materials and managing in SAP.

Internship 2 months

The Bank of Punjab

Responsibilities:

- Customer services and Relationships.
- Assistant relationship manager.
- Preparing and managing all the documents of account holder.

Educational Qualification

- BBA (Banking & Finance) 2016-2020
Government College University, Faisalabad
- F.S.C (Pre-Engineering) 2013-2015
BISE, D.G Khan
- Matriculation (Science) 2011-2013
BISE, D.G Khan

COMPUTER SKILLS

Windows, MS Office, Internet, Software

ACTIVITIES AND INTERESTS

Cricket, Badminton, Driving, Internet Surfing, Travel & Tourism.

COMMUNICATION SKILLS

Urdu (Native)

English (Fluent)

Punjabi (Fluent)

REFERENCE

Reference shall be furnished upon request.