CURRICULUM VITAE Of
MUHAMMAD AMIN

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Father's Name
MUHAMMAD ASLAM

D.O.B
16-10-1986

CNIC NO.
81203-1240584-3

Passport No
CT1205843

Marital Status
Married

Nationality
Pakistani

Address
Khawas P/O Seharmandi
Tehsil Sehnsa District Kotli

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aminchuhan15286@gmail.com

PERSONAL STATEMENT:

I am confident, enthusiastic and an energetic man with an ability to learn and to adapt quickly to the changing circumstances, accepting challenges and to tackle them even in the situations under pressure. I have methodological approach focusing on customer needs from diverse fields and to develop strategies to satisfy their needs as far as possible within available resources 'possess good communication skills, which enable me to work effectively either on my own or as a part of the team.

ACADEMIC QUALIFICATION/ CERTIFICATE COURSES:

Degree	Board/Uni
Matric	AJK BISE
IELTS UKVI Academic (5.5 Band)	British Council (AEO)

AREAS OF EXPERIENCE:

➢ **Saram Furniture & Foam House Kotli Azad Kashmir, Pak.**
  Working as a Manager
  June 2021 to till date.

SKILLS

- In charge of taking care of everything that goes in and out of the furniture store
- Responsible for the inventory, as well as contacting the manufacturers for new or additional fixtures
- Deals with returns and exchanges, as well as appeases customers who are returning defective or broken goods
- Responsible for gaining profit for the store
- Responsible for signing the paperwork for the employee's payroll. They need to make sure that they keep track of attendance to eliminate delays

Language Proficiency:

Language	Listing	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent	Excellent
Punjabi	Excellent	Excellent	Excellent	Excellent

KEY SKILLS & CHARACTERISTICS:

- Leadership Experience.
- Communication Skills.
- Organizational Know-How.
- Collaboration Talent.
- Problem-Solving Abilities.

Bottom Line:

➢ **I hereby declare that the above furnished statement are true and correct according to the best of my knowledge and belief.**