

MUHAMMAD AHSAN JANJUA

Phone (WhatsApp): +92 303 5014057

Location: Riyadh, Saudi Arabia

Nationality: Pakistani

Passport: AT8784592

Date of Birth: 27 Aug 2001

Height: 5'7"

Professional Summary

Highly motivated and adaptable professional with experience in customer service, sales support, documentation, office assistance, and fast-paced service environments. Strong communication, problem-solving abilities, and computer proficiency. Capable of handling multiple tasks, maintaining client relationships, and supporting store/warehouse operations. Seeking a suitable position in a reputable Saudi company with immediate joining availability.

Core Skills (ATS Keywords)

- Customer Service
- Computer Skills (MS Office, Typing, Email)
- Sales & Client Handling
- Communication & Coordination
- Record Keeping & Documentation
- Inventory Support / Store Assistance
- Cash Handling (Basic)
- Teamwork & Time Management
- Problem Solving
- Basic Arabic Communication
- Fast Food Service Experience
- Office Assistance

Work Experience

Property Dealer / Client Handling Executive

Self-Employed – Pakistan | 4 Years

- Managed customer inquiries, property visits, and negotiations.
- Maintained client records and prepared basic documents.
- Communicated with clients, resolved issues, and finalized deals.
- Built strong customer relationships leading to repeat business.
- Performed administrative and coordination tasks.

Crew Member – KFC

Pakistan

- Assisted customers at counter and dine-in service.
- Maintained hygiene, quality control, and fast service standards.
- Performed teamwork duties in busy shifts.
- Supported kitchen and service operations.

Education

Intermediate in Computer Science (ICS), Pakistan

Languages

Urdu – Fluent

English – Good

Arabic – Basic

Additional Information

Physically fit for warehouse/store/helper roles. Quick learner and adaptable. Ready to join immediately.

References

Available upon request.