

Muhammad SULEMAN

House#P-338, Sector#2, Railway Housing, Jawala Nagar, Faisalabad, Pakistan

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SUMMARY

To seek and gain Challenging Position in a dynamic organization where I can utilize and enhance my professional experience so that I can contribute positively towards the development of the organization and country. Done work in career with passion and profession and try to learn more and more everyday...

WORK EXPERIENCE

Date	Job Title	Employer	City, Country
1/2024	Director	Liaqat Ali	Faisalabad,Pakistan
3/2020	Karkrdagi Zimmadar*	Dawateislami	Faisalabad,Pakistan

*Explanation of Karkrdagi Zimmadar(Performance Manager) (Experience of different Kinds of managements such as Office, Sales, Cash, IT, Events, Information, Store, Library, Computer, HR, Internet, Calls, Messages, Follow-up, Schedule Work Plans, Different Types of Progress Creation, Personal Assistance, Administration, Accounts etc.,)

1/2011	Assistant Pharmacist	Nadeem Ashraf	Faisalabad,Pakistan
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EDUCATION

Date	Degree Title	School Name	City, Country
2024	M.Phil	Riphah Int University	Faisalabad,Pakistan
2018	Post-Graduation	Punjab University	Lahore,Pakistan
2007	Graduation	Punjab University	Lahore,Pakistan
2005	Intermediate	Bise, Fsd	Faisalabad,Pakistan
2002	Matriculation	Bise, Fsd	Faisalabad,Pakistan

RELEVANT SKILLS

- **Technical Skills:** Office, Sales, Cash, IT, Networking, Events, Information, Store, Library, Computer, HR, Internet, Calls, Messages, Follow-up, Schedule Work Plans, Different Types of Progress Creation, Personal Assistance, Administration, Accounts, Project Management, Software Management, System Support, Data analysis etc..)
- **Hobbies:** Research Interests like Travelling, Reading & Collecting Information, Reading Books, IT, Reading & Speaking Languages, Combining Health Improving Information etc.

- **Soft Skills:** Time Management, Communication, Adaptability, Problem-solving, Teamwork, Creativity, Leadership, Interpersonal Skills, Work Ethic ,Attention to Detail
- **Languages:** English, French, Arabic, Persian, Punjabi, Hindi, Saraiki.

PROFESSIONAL CERTIFICATIONS

- Qualified Pharmacy Assistant, Registration # 14984-B/17, Punjab Pharmacy Council, Lahore, Punjab, Pakistan.