



ASHAR JAVED

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ABOUT ME

Talented Person Who Is Highly Motivated, Creative, And Versatile. Seeking A Company That Demands To Attain A Suitable Position In Their Organization, So As To Use My Acquired Skills To Benefit Your Organization As Well As Groom My Practical Knowledge.

PERSONAL INFORMATION

- Dob: 1st April 1995
- Visa Status: Valid Company Visa
- Nationality: Pakistani
- Valid Driving License Of Bahrain
- Status: Single

QUALIFICATIONS

- Matric From F.G Public School Shorkot Cantt (Pakistan)
- Fsc Pre Engineering From Govt. Islamia College, Faialabad (Pakistan)
- 1 Year Computer Course In Office Administration, Networking From Bahoo College Shorkot Cantt (Pakistan)
- Completed Certificate Of Sabre Travel Network (Bahrain)

- Recently Done IELTS With 5.5 Bands.

COMPUTER SKILLS

- **POS Software's:** (1) Pact Revenue (2) Odoo
- Good Skills In Microsoft Office (Word, Excel, Power Point) Internet, Inpage, Networking, Software, Hardware, Office Administration, And Accounting In Excel.
- Various Microsoft Operating Systems Including Windows XP, Microsoft Window 7 And Some Experience Using Windows 10.

Work Experience

- 2 Years 7 Months Worked As Supervisor/Cashier At Tariq Pastries W.L.L.
(My Role) Manage Staff, Manage Online Order Platforms, Maintain Store, Maintain Inventory, Assist Customers, Store Requisitions, Staff Duties Roster & Other Customer Services.
- 1 Year 2 Months Worked As Supervisor At Anamta Co W.L.L In Bahrain City Centre Mall.
(My Role) Manage Staff Duties, Maintain Inventory, Store Requisitions, Customer Services.
- 3 Years 4 Months Worked As Sales Executive/Cashier At Anamta Co W.L.L In Bahrain City Centre Mall.
(My Role) Customer Services, Receipts Grn's & POS Related Service.
- 6 Months Worked At Dragon City Mall As Salesman (Bahrain)
- Worked At One Way Travel & Tourism (Ticketing & Data Entry) (Bahrain)

INTERESTS

- Reading Books To Increase My Knowledge.
- Also Like To Utilise Internet To Explore Different Subjects To Learn And Educate Myself.

LANGUAGE

- Good Written And Spoken Command In English, Urdu, Hindi & Also Understand 70% Arabic Language.

REFERENCES

Reference Available Upon Request...