



## TALHA BIN TARIQ

**Date of birth:** 09/10/2003

**Nationality:** Pakistani

**Gender:** Male

## CONTACT

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## ABOUT ME

I AM A STUDENT AND A PART TIME WORKER. HAVING GOOD GRADES AND AND A HARD WORKING STUDENT COMPLETE ALL THE WORK ASSIGNED TO ME WITH FULL DEDICATION

## EDUCATION AND TRAINING

20/10/2021 – 05/10/2023 GUJRANWALA, Pakistan

**HIGHER SECONDARY EDUCATION** GOVERNMENT FUNDED COLLEGE

**Address** NEAR SIALKOT BYPASS, OPPOSITE GARDEN TOWN, 52260, GUJRANWALA, Pakistan | **Website** [www.pgc.com](http://www.pgc.com)

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Hindi

**Other language(s):**

English

**Listening** A2

**Reading** A2

**Writing** A2

**Spoken production** A2

**Spoken interaction** A2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## WORK EXPERIENCE

17/12/2021 – 08/12/2023 DUBAI, United Arab Emirates

**HOTEL AND BUILDING CLANER** MUHAMMAD USMAN

- maintenance of computers
- relations with suppliers
  - - coaching a junior Ice Hockey team (10 hours/week) Proven track record of delivering exceptional cleaning services in various settings.
  - Extensive knowledge of cleaning techniques, equipment, and chemicals.
  - Strong attention to detail and ability to work efficiently.
  - Excellent time management skills to meet tight deadlines.
  - Ability to handle physical tasks and operate cleaning equipment safely.
  - Knowledge of safety protocols and procedures

18/08/2018 – 17/06/2019 DUBAI, United Arab Emirates

**Shop cashier** MUHAMMAD ALI

- Managed cash transactions with accuracy and efficiency, handling customer payments and providing change.
- Operated cash registers and Point of Sale (POS) systems to process sales transactions.
- Assisted customers in locating products, provided information about promotions, and addressed inquiries.
- Maintained a balanced cash drawer and reconciled discrepancies in a timely manner.
- Collaborated with the sales team to optimize customer satisfaction and resolve issues.

- Upheld company policies regarding cash handling, returns, and exchanges.
- Maintained a clean and organized checkout area, contributing to a positive shopping experience

**15/03/2020 – 18/04/2021 DUBAI, United Arab Emirates**

● **Food delivery person DON DAVID**

- Safely and efficiently delivered goods to customers within specified timeframes.
- Conducted pre-trip and post-trip vehicle inspections to ensure safety and compliance with regulations.
- Planned and optimized delivery routes to maximize efficiency and minimize delivery times.
- Handled and verified invoices, collected payments, and provided receipts to customers.
- Maintained accurate delivery records and reported any discrepancies or issues to the supervisor.
- Demonstrated excellent customer service by addressing inquiries, solving problems, and ensuring customer satisfaction.
- Adhered to traffic laws and safety regulations, maintaining a clean driving record.

**Key Achievements:**

- Achieved a 98% on-time delivery rate, contributing to increased customer satisfaction.
- Implemented a system for tracking and documenting vehicle maintenance, reducing downtime by 15%.
- Received commendations for exceptional customer service and quick problem resolution.