

MUHAMMAD AMMAD

+968 7101 9065 | WhatsApp: +92 342 139 3220

kamad2413@gmail.com

Currently in Oman | Rawalakot, AJK, Pakistan | Passport: BN1273821

Career Objective

Dedicated and motivated individual currently based in Oman, seeking opportunities in diverse roles such as Sales, Administration, Office Support, or Mall Staff. Strong work ethic with the ability to adapt and contribute effectively in fast-paced environments. Eager to learn, grow professionally, and support team success.

Professional Experience

Sales Agent – Call Center | Mars BPO | Islamabad | 2021 – 2022

- Conducted outbound sales calls and promoted services.
- Achieved sales targets and managed client follow-ups.
- Maintained accurate call logs and customer records.

Office Management Assistant | Dream Associates Pvt Ltd | Islamabad | 2020 – 2021

- Supported administrative functions and managed office documentation.
- Assisted with internal coordination and daily operational tasks.
- Helped maintain a productive and organized office environment.

Education

Bachelor of Science (BSc) – AJK University, Muzaffarabad
FSc (Intermediate) – AJK BISE Mirpur
Matric (SSC) – Federal Board

Skills

MS Word & Excel | Document Management | Data Entry
Basic Computer Skills | Safety | First Aid | Electrification
Customer Handling | Time Management | Teamwork
Leadership | Critical Thinking | Creativity | Digital Marketing

Languages

English – Basic to Intermediate

Urdu – Fluent

Courses & Certifications

Safety (IOSH)
Basic First Aid
Basic Computer Course Diploma
Electrification Training

Other Information

- Currently located in Oman and available for immediate work- Willing to work long hours, flexible shifts, and weekends- Fast learner and dedicated worker

References

Available upon request.