



MUHAMMAD DANISH **SHEIKH**

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PERSONAL DETAILS

Fathers Name	:	Muhammad Ayub
Address	:	Dammam - Kingdom of Saudi Arabia
Phone #	:	+966 0553180939
Email	:	mdanishsheikh1@gmail.com
Iqama No.	:	2596213344
Date of Birth	:	11-09-1980
Religion	:	Islam
Nationality	:	Pakistani
Marital Status	:	Married

EDUCATION

Matriculation	:	Board of Secondary Education Karachi.
Intermediate	:	Board of Intermediate Education Karachi.
B.A	:	Islamia University Karachi.

SKILLS

- Internet Surfing & Browsing
- MS Office (MS Word, MS PowerPoint, MS Excel)
- Driving License Pakistan & Saudia Arabia.

STRENGTH

- Honest
- Hardworking
- Focus on Given Work.
- Loyalty



EXPERIENCE

Badaie Heavy Gen. Con. Est.

- Coordinator (Still Working) in Jubail City.

Makiya Jasim Al Mazaraq Trading Est.

- Sales Executive

ABN Amro Bank

Recovery Officer (May 2004 to April 2007)

- Recover Credit Card Balance from Customers.
- Collect Cheque / Cash payments from Customers.

EverShine Industries (Pvt) Ltd

Office Assistant / ISO Co-Coordinator / HACCP (May 2007 to December 2011)

- Outdoor Banking
- Prepare Salaries
- Prepare Timing Sheets.
- ISO Documents preparation.
- Manage/Attend ISO Audit meetings
- Prepare Daily Computerized sheets / Daily Production sheets.

PF Auto Parts Industries Pvt. Ltd.

Sales & Marketing (Sep 2013 to 2019)

- 01 Year experience in Nestle Powder worked as Order Booker.
- 01 years' experience in Pacific Oil worked as Sales Officer.
- 1.5 Year experience in Hilal Cup Cake as Order Booker.
- Careem as a Captain since last 1 Year.
- Currently Working PF Auto parts as a marketing officer.

Marooj Rawan Advertisement Agency/Kingdom of Saudia Arabia in Dammam

Sales Executive Officer (January 2011 to Aug 2013, March 2019 to April 2024)

- Manage meetings with Companies.
- Give Presentation in meeting regarding products.
- Prepare quotations for Customers.

LANGUAGES

- English, Urdu & Arabic.

References

- Will be furnished on Demand