

# Muhammad Saad Alam

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**Muhammadsaadalam292gmail.com**

Highly motivated to join the organisation as Office assistant or Sales assistant to organise the Office work on Highly quality basis.



## Qualifications

### Eduscan International School Sharjah

DEGREE: Grade 12

DURATION: 2/2007 - 2/2010

### E Vision Institute Ajman

DEGREE: BBA

DURATION: 1/2022 - Present

### E Vision Institute Ajman

DEGREE: Advance Microsoft Office

DURATION: 7/2021 - 10/2021

### E Vision Institute Ajman

DEGREE: Digital marketing (Photoshop)

DURATION: 12/2021 - 3/2022

## Skills

### Technical Skills

- Able to work in Advance Microsoft .2 Promoted company having expert in digital marketing

### Management Skills

- Can manage all office work independently

## Experience

### Office Assistant/ Sales assistant

10/2017 - 3/2021

- **Company Name:** Olamdubai@olamnet.com
- **Description:** 1. To manage all office documents and filling properly 2. Assit to executive sectory in office work daily basis 3. Assist to sales department to execute all sales order and invoicing. 4. Assist to account department to arrange all proper documentation for audit process.

## Achievements

### Manage 5 years documents

2/2021

- Olamdubai@olamnet.com

## Interests

- Project in Microsoft
- Digital marketing

**Personal Information**

- **Father Name:**  
Iqbal alam
- **Date Of Birth:**  
20/8/1994
- **CNIC:**  
421060017627
- **Nationality:**  
Pakistan
- **Martial Status:**  
Un married
- **Religion:**  
Islam

**References**

- **Iqbal alam**  
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Sweet home Holding

Olam International Abu Dhabi