



MUHAMMAD ARQAM

- +92-3250333400
- arqamm519@gmail.com
- Master Abdul Ghani Street
House No. 94 Khokherki, GRW

SKILLS

- First Aid
- Chemical Safety
- Permit to Work
- Fire Safety
- Basic Life Saving
- AutoCAD
- Microsoft Word
- Microsoft Excel
- Window

LANGUAGES

- English
- Urdu
- Punjabi

HOBBIES

- Traveling
- Horse riding
- Books reading

SUMMARY

Seeking a challenging managerial career within a dynamic and progressive organization where enthusiasm, dedication and the ability to manage a team and organization, effectively and reliably are prerequisite in driving the organization forward. I am capable of working for long hours to achieve the goals, can manage and motivate people to get our ambition.

EXPERIENCE

SALES INCHARGE

HAIDER COMMUNICATIONS (7704), ALI PUR CHATTAH.

March 2023-December 2023

- Managed a sales team of 8 and achieved a 100% success rate in meeting quarterly sales goals.
- Collaborated with cross-functional teams to ensure customer satisfaction and long term loyalty.

Safety Officer

HAFEEZ FOUNDRY WORKS, TUFAIL TOWN RAJKOT GUJRANWALA.

JANUARY 2024-PRESENT

- Trained and educated staff on safety policies and procedures.
- Monitored and inspected equipment to ensure proper maintenance and safe operations.
- Investigated and reported the accidents and incidents on workplace.

EDUCATION

- ❖ **NEBOSH IGC (INTERNATIONAL GENERAL CERTIFICATION) LEVEL 3**
QANMOS COLLEGE OF EXCELLENCE - **2024**
- ❖ **INTERMEDIATE (COMPUTER SCIENCE)**
PUNJAB GROUP OF COLLEGES - **2023**
- ❖ **MATRICUALTION BISE GUJRANWALA - 2021**

PERSONAL DETAILS

ID-card Number : 34101-5968062-5
DOB : December 10, 2004
Material Status : Single
Passport Number : AB1960621

Passport Dates

Issue: 14 JUL, 2023

Expiry: 12 JUL 2028