**Muhammad**

**Muhammad.251810@2freemail.com**

***Position in interest: Sales Executive, Customer service and Operation etc***

***CAREER OBJECTIVES/PROFILE:***

*A talented individual withfive year experience in luxury sales retail, and customer careAn excellent communicator, looking for a challenging and dynamic corporate environment that confers an ample opportunity to learn and gain hand on experience in an efficient and complete working atmosphere*

***KEY SKILLS RELEVANT TO THE JOB:***

* Excellent communication skill with people at all levels in operations and production
* Ability to adapt approach and behavior to changes in the work environment.
* Patience, self-motivation and the ability to use initiative under pressure
* Be familiar with current technologies.
* Ability to work as part of a team.

***EMPLOYMENT:***

**A R Fragrance (Distributor) (Area sales supervisor)**

 **(From 10th Jan 2014till now in PakistanKarachi)**

***RESPONSIBILITIES:***

* Auditing stock & receiving shipments
* Managing sales staff and rotating
* Reporting to manager or area sales manager
* Market visiting for attending retailers complain
* Training to sale staff about new products
* Administration work

**Almarai (sales van cum stock controller)**

 **(From 01-jan-2013 to 25thdecember 2014 in SaudiArab)**

***RESPONSIBILITIES:***

* Maintain stock for van
* Audit and delivered for sales person
* Reconciliation and place to expired area
* Market visit with auditor & checking expire products and make reports
* Update to sales van as per company standard
* Visual merchandising as per brand standard
* Making sales invoice at HHT
* Initiative and ability to handle crisis situations under pressure.

**Jawad Business group (senior sales cum section in charge)**

 **(From 16thJan. 2010 to 18th Dec. 2012** in**UAE Dubai)**

***RESPONSIBILITIES:***

* Taking charge to trade opening and trade closing of store.
* Manage 6 staff for section and brief them to given briefing by the brand
* Do the handover for the cashiers and day end cash count for the cashier and preparing the cash float for the next day
* Do banking of the sales with the accountant or deposit into the bank.
* Receiving shipment and IBT (INTER BRANCH TRANSFER)
* Handling customer complaints and taking feedback regarding the service provided to them and take corrective action.
* Maintaining the stationary required for the cashier and ordering them from (Distribution center).
* Maintain the brand and different type of wears according to variety they offer for effective sales.
* To display the graphics given by the advertisement
* Maintain the stock of the items in the shop and help our seniors recording them as per the sales index for a particular item.
* Prepare the sales promotion area as per Brand standard.
* Reporting to OP’s about OP’s related issues.
* Reporting to brand of the stock movements
* Initiative and ability to handle crisis situations under pressure.

***TRAINING:***

* Firefighting training
* First Aid
* Personal safety
* Social responsibilities
* Survival tetchiness
* These training is just basic 6th month course from Pakistan maritime complex

***TRANING:***

* Customer services
* Emergency handling
* Brands trainings for different brand standards

***EXPERIENCE OF USING SOFTWARE:***

* MS office

***EDUCATION:***

Government science and commerce collage

Intermediate Commerce ***Passed: 2003***

***ADDITIONAL EDUCATION:***

General purpose Rating Course

***Language skills:***

*English*

*Arabic*

***PERSONAL INFORMATION:***

* Date of Birth : 17/05/1982