**Umair**

Email : Umair.279784@2freemail.com

**Objective:**

Anxious to work in a dynamic place where I could prove my abilities

**Personal Strengths:**

* Exceptional under pressure – always meet deadlines
* Determination, positive attitude, hard worker
* Diplomatic, tactful, flexible, resourceful, dependable, well organized, friendly and professional
* Highly skilled at performing customer services duties both on the telephone and in person.
* Deep knowledge for associate to customer and applying “PR”

**EXPERIENCE:**

**Out let Manager (2012 – 2014)**

**Sehas LLC (Bareeze) Sharjah, UAE**

Responsibilities:

* Supporting sale promoting highest standard of customer service
* Reconciling cash credit sales on daily basis and sending it to main office
* Managing petty cash
* Depositing daily cash sale to bank
* Achieving monthly sales targets
* Do weekly inventory / stock taking
* Assist customers and phone queries
* Keep up to date with all current promotions within the stores
* Guide and encourage customers to purchase the product
* Maintain cleanliness and orderliness of the outlet
* Insure all company policies, store operating standards and procedures that are maintained and followed in consistent manners.

**Section In-charge (2010 – 2012)**

Pot pourri Departmental Store (Garment Section) LAHORE, PAKISTAN

Responsibilities:

* In charge of Garment Section
* Main role to promote the sale of garment section and to achieve daily and monthly targets.
* Display of merchandise on shelves, counters, to attract customers and promote sales.
* Take inventory or examine merchandise to identify items to be reordered or replenished.
* Answer customers’ questions about merchandise and advice customers on merchandise selection.
* Itemized and total customers merchandise at checkout counter.
* Stamp, attach or change price tags on merchandise, referring to price list.
* Greet customer and sells merchandise to customers and give information about product and price.

**Education:**

BSC – Government College fo Science – Punjab University of Lahore -2007

O,LEVELS - Cambridge university 2002-2004

CHEMISTRY & BIOLOGY

**Computer Skills:**

Retail Pro (POS), Excel, Internet, Emailing

**PERSONAL INFORMATION**

Gender: Male Visa Status: Employment Language: Urdu / English & Arabic

Nationality: Pakistani Marital Status: Single Date of Birth: 1980