**Muhammad**

**Muhammad.373161@2freemail.com**

 Professional Summary**:**

A well-presented and responsible young person who has a warm way with People, and is more than able to meet customer expectations in terms of Efficiency, accuracy, timeliness and professionalism of response. My abilities to meet deadlines and complete tasks accurately and efficiently. Good in Communication skills and can easily engage in conversation with customers, Building rapport and asking questions in order to get a better understanding of their needs. I am looking for a suitable position with a responsible employer. I have learned that long-term goals are best achieved when I break them into shorter goals. My short -term goal is to find a position that will put me in a forward-moving company with solid performance and future projections. As part of a team, I want to add value and continue to grow the company. To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. To solve problems in an effective/creative manner in a challenging position. Seeking a responsible job with an opportunity for professional challenges.

 Work Experience**:**

**STORE KEEPER:** (**April- 2014~August- 2016)**

**POWERBAR GULF LLC, Ras Al-Khaimah, United Arab Emirates.**

**www.e-i-eng.com**

 **PowerBar Gulf LLC. (ISO 9001, OHSAS 18001 & ISO 14001 Certified) RAK-UAE.**

* Powerbar Gulf LLC is a sister company of E&I Engineering Group, whose head office is located in Ireland & approx. turnover is more than AED 135 million annually. Powerbar is manufacturer of Bus bar trucking system & Switch Gear that is utilized within Building to deliver Power/Electric to sub distribution units. It is an alternative to traditional cabling.

**Highlights:**

* Two plus Years of Experience in field of Store Layouts.
* Complete knowledge of Production, Store, Material planning & Inventory control.
* Basic knowledge of IFS (Indus trial Financial System) & In-house developed software.
* Implementation of Standard Operating Procedures for process improvements.

 **Responsibilities in Store:**

* Planning of production as per customer requirement & raw material availability. Release Shop orders on production floor for In -House manufacturing parts.
* Daily Production Report Demand vs Actual.
* Forward to QC Department for Quality Inspection.
* Responsible of Daily receiving as per Purchase Order.
* Issue Material on Production Floor on daily basis as per daily production Plan. Responsible to update all daily receiving & issuance on system.
* Keep record of NCR & liaison with quality & procurement department regarding replacement of parts
* To monitor shortages & parts reached on minimum level in s tore & update to Procurement Department.
* Physical Stock taking monthly or when required.
* Performing day-to-day administrative tasks such as maintaining information files & processing paper works.
* To prepare GOODS Receiving Note after receiving delivery orders from receiving section on IFS
* Submission of GRN in Finance department after verifying from department head.
* Posting & Re-Posting of MRS (Material Requisition Slip) on IFS.
* Maintain Returnable / Non-Returnable gate passes on IFS. Maintain outstanding gate passes record
* Maintain Daily, Weekly, Monthly & Yearly Stock Reports.

 Sales Executive \*Morning Shift\***:**

**Hoest Confectionary, Karachi, Pakistan.**

**(Feburary-2012~April-2014)**

* Ensure high levels of customer satisfaction through excellent sales service.
* Assess customers’ needs and provide assistance and information on product features “Go the extra mile” to drive sales.
* Maintain in-stock and presentable condition assigned areas Actively seek out customers in store
* Remain knowledgeable on products offered and discuss available options Cross sell products
* Team up with co-workers to ensure proper customer service Build productive trust relationships with customers.

 Cashier \*Evening Shift\***:**

 **UNITED KING BAKERS, Karachi. Pakistan.**

 **May 2012 - Mar 2014**

United King - as we see it today - began its journey in the City of Lights three decades back under the brand umbrella of United Sweets Bakers and Nimco from a small space in Karimabad back in 1984.

**(Role & Responsibilities)**

* Responsible for taking money in the form of cash, check, or credit card from patrons in exchange for food or services. Scans items, provides change, balances drawer, and processes card transactions.

** Skills & Expertise:**



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| --- | --- | --- | --- | --- | --- | --- |
| **Cash Closing** |  |  |  | **Merchandizing/Marketing** |  |  |
| **Shift Closing** |  |  |  | **Material Planning** |  |  |
|  |  |  |
| **Floor Layouts** |  |  |  | **Go-to-market Strategy** |  |  |
|  |  |  |
| **Inventory Planning** |  |  |  | **Process Improvement** |  |  |
|  |  |  |
| **Production Coordination** |  |  |  | **Selling Skills** |  |  |

** Education:**

* **Bachelors (Bachelors in MASS COM)**

**Allama Iqbal Open University, Karachi, Pakistan.2013**

* **Intermediate (Higher Secondary Certificate)**

**Allama Iqbal Open University, Multan, Pakistan.2008**

* **Matriculation (Secondary School Certificate)**

**La Salle Higher Secondary School, Multan, Pakistan.2000**

** Personal Information:**

Date of Birth: Aug 15, 1982

Nationality: Pakistani

Country: Pakistan

 Languages: English (Intermediate), Hindi (Expert), Urdu (Expert)

 Industry: Procurement & Logistics/Marketing/Merchandizing

 Career Level: Experienced

 Functional Area: Warehousing/Retail/Sales

 Zip Code: 74800

 Address: F-14/A Jail Road Karachi, East

 Driving License: Valid UAE Driving License Manual