**SADA
Email:** **sada.376786@2freemail.com**  **C/o-Mobile# +971503718643**

Seeking a Store Manager position with utilizing competitive spirit and high energy to drive the store’s sales goals effectively.

**WORK EXPERIMENCE:**
**EMPLOY: ALRAYAGROUP**
**PERIOD: 2015 - PRESENT**
**POSITION:STORE MANAGER**
**BRANCHES: BALIDIYA STREET AND MADINA ROAD BRANCH**
Responsible for ensuring a consistently high standard of presentation in the store and making sure that all available space in the store is effectively utilized. Focused on maximising the customers shopping experience.
Duties:
 Responsible for the daily managing of staff and the assigning of duties.
 Managing and motivating staff to increase sales and ensure store efficiency.
 Analysing store sales figures.
 Developing, researching and implementing marketing strategies.
 Maintaining awareness of market trends and monitoring local competitors.
 Managing up to 95 members of staff.
 Manage budgets set by Retail Area Managers.
 Manage and address shrinkage and stock loss.
 Maintaining accurate records of all pricings, sales, and activity reports.
 Ensuring all corporate and local regulations and procedures are met and complied with.

**WORK EXPERIMENCE:**
**EMPLOY: SEFEC EGINEERING (PVT )LTD. PAKISTAN**
**PERIOD: 2014- - 2015**
**POSITION:ADMIN OFFICER**

**RESPONSIBILITIES:**

 Plans, organizes and conducts administrative studies, resolves problems, consults with division staff and staff of other divisions and agencies; develops recommendations; and implements and monitors changes.
 Overseeing the production process, drawing up a production schedule.
 Ensuring that the production is cost effective.
 Making sure that products are produced on time and are of good quality.
 Working out the human and material resources needed.
 Drafting a timescale for the job.
 Estimating costs and setting the quality standards.
 Monitoring the production processes and adjusting schedules as needed.
 Being responsible for the selection and maintenance of equipment.
 Monitoring product standards and implementing quality-control programmes.
 Liaising among different departments, e.g. suppliers, managers.
 Working with managers to implement the company's policies and goals.
 Ensuring that health and safety guidelines are followed.
 Supervising and motivating a team of workers.
 Reviewing worker performance.
 Identifying training needs.

**EMPLOY: PEPSI PAKISTAN BEVERAGE LTD. PAKISTAN.**
**POSITION: PRODUCTION MANAGER**
**PERIOD: 2007-2009**
**RESPONSIBILITIES:**

 Plans, organizes and conducts administrative studies, resolves problems, consults with division staff and staff of other divisions and agencies; develops recommendations; and implements and monitors changes.
 Overseeing the production process, drawing up a production schedule.
 Ensuring that the production is cost effective.
 Making sure that products are produced on time and are of good quality.
 Working out the human and material resources needed.
 Drafting a timescale for the job.
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 Monitoring product standards and implementing quality-control programmes.
 Liaising among different departments, e.g. suppliers, managers.
 Working with managers to implement the company's policies and goals.
 Ensuring that health and safety guidelines are followed.
 Supervising and motivating a team of workers.
 Reviewing worker performance.
 Identifying training needs.

**EMPLOY: GULF HOTEL KARACHI, PAKISTAN**

**POSITION:HOTEL MANAGER**

**PERIOD: 2004-2008**

**COMMUNITY SERVICE:**
 Worked on Youth Action for Democracy launched by UNDEF and Youth Parliament Pakistan.
 Member and volunteer at Youth Parliament Pakistan and BARGAD Pakistan.

**EDUCATIONAL HISTORY:**
B.Sc from S.A.L.U Kahirpur (1996)

 Deploma In Intero Designing Karachi

 Diploma in hotel And Tourism Karachi

**PERSONAL DETAILS:**

Marital status: Single
Nationality: Pakistani.