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| **IMRAN****Exp: 7.7 Yrs** Email: imran.379685@2freemail.com  | **K2753** |

**OBJECTIVE:**

To obtain a challenging and rewarding career that offers the opportunity to utilized my professional and interpersonal skills and also add value to the organization.

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| **WORK EXPERIENCE**  |
| **Company Profile** | ***Al Safeer Group Of Company*** needs no introduction, as it is a leading Retail group in GCC (Which has 60 outlets including hyper market, super market, department store, and fashion shops **in U.A.E**) | alsafeerbig |
| **Designation** | **Retail Assistant** |
| **Duration** | 2013- Present |
| **Roles and Responsibility** | * Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Utilizes company tools to diagnose opportunities and develops action plans to improve performance
* Forecasts/reforecast business, focusing on productivity to meet sales goals
* Identifies opportunities to drive traffic into the store through community events (weddings, parties, etc.)
* Regularly communicates with Store Manager to discuss strengths, opportunities, and trends in business
* Assists Store Manager in partnering with corporate office personnel to increase sales, drive/promote merchandise categories, and expand markets
* Ensures all pricing, signage, and displays are correct at all times
* Receives regular vendor deliveries and stocks sales floor in a timely manner.
* Responsible for controlling inventory stock levels and reordering as necessary within budget
* Enforces all company policies and procedures, including health, safety, and security Manages and controls shrink Performs all duties as directed by supervisor.
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| **Company Profile** | ***Utility Stores Corporation of Pakistan*** retails food and nonfood items in Pakistan. Utility Stores offers its products through its regular and franchise stores. The company was founded in 1971 and is headquartered in **Islamabad, Pakistan.** | C:\Users\Administrator\Desktop\Utility-Stores-Corporation-150x150.jpg |
| **Designation** | **Retail Sales Assistant** |
| **Duration** | 2009-2013 |
| **Roles and Responsibility** | * Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
* Attending weekly sales meetings.
* Cultivating successful relationships with retail customers.
* Completing each transaction in a quick and efficient manner.
* Cleaning shelves, counters, and tables.
* Greeting each customer that comes into the store in a warm manner.
* Identifying customer requirements.
* Preparing merchandise for display.
* Assisting customers with purchase decisions.
* Assisting in physical inventory counts.
* Implementing all visual merchandising standards.
* Setting up merchandise on the sales floor.
* Making sure that customers receive receipts on all purchases.
* Helping customers try on or fit merchandise.
* Watching out for loss prevention through leakage and theft.

**ACADEMIC QUALIFICATION:**

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| **S.No** |  **Degree** |  **University/School** | **YOP** |
| 1 |  Master of Business | Agriculture University, Peshawar, Pakistan | 2008 |
| 2 |  Bachelor of Business | Agriculture University, Peshawar, Pakistan | 2006 |
| 3 |  Diploma in Commerce | Govt. College of Commerce, Swabi, Pak | 2004 |
| 4 |  Secondary | Al huda Public School, Swabi, Pakistan | 2002 |

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| **KEY SKILLS** |
| * Microsoft Office
* Financial Accounting Knowledge.
* Knowledge of Accounts Payable & Receivable processes and procedures.
* Knowledge of Payroll, petty cash vouchers.
* Oracle accounting systems.
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| Date of Birth  | 10th May 1985 |
| Gender  | Male |
| Religion  | Islam |
| Marital Status  | Single |
| Language Known | Hindi, English, Urdu |
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| Expiry Date | 20th Jan 2025 |
| Visa Status | Employment |

**ABOUT ME**

**DECLRATION**

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| I hereby declare that the above mentioned statement is correct and true to the best of my knowledge belief.

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**DATE :** **PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |