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| **IMRAN**  **Exp: 7.7 Yrs**  Email: [imran.379685@2freemail.com](mailto: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:**   |  |  |  |  | | --- | --- | --- | --- | | **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 | | | |
| **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.   |  |  | | --- | --- | |  |  |   **DATE :**  **PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |