PARVEZ



|  |  |  |
| --- | --- | --- |
| Parvez-394091@2freemail.com  |  |  |
|  |  |  |
|  |  |



OBJECTIVE

To obtain a responsible career, where I could optimally utilized my education, qualification as well as gained professional experience for making significant contribution in a progressive and dynamic organization.



EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| *2016 - 2018* |  | GENERAL TRADING |  |
|  |  |
|  |  | SALESMAN |  |
|  |  | Greets people who walk in the store; respectfully asks if |  |
|  |  | they need assistance. |  |
|  |  | Provides educated recommendations based on customer’s |  |
|  |  | needs and objectives. |  |
|  |  | Assists customers in finalizing the purchase of the product; |  |
|  |  | processes type of payment and make sure customer is |  |
|  |  | given a receipt and exact change. |  |
|  |  | Immediately attends to customer complaints and works to |  |
|  |  | have it resolved in the fastest way possible, |  |
|  |  | Keeps the store clean and orderly. |  |
| *2010 - 2014* |  | ELECTRIC STORE  |  |
|  |  | WareHouse Supervisor |  |
|  |  | Plans, organizes, and supervises the operations of the |  |
|  |  | warehouse facility on a daily basis. |  |
|  |  | Receives documentation from equipment and material |  |
|  |  | suppliers. |  |
|  |  | Checks the quality of all materials received in the |  |
|  |  | warehouse and cross-references it with the order quantity |  |
|  |  | as detailed in the requisition form. |  |
|  |  | Organizes, loads, and delivers materials to the correct |  |
|  |  | location in the warehouse. |  |
|  |  | Supervises the processing of all requisitions and requests |  |
|  |  | for proper invoicing according to warehouse codes. |  |
|  |  |  |  |
| EDUCATION |  |  |  |
|  |  |  |  |
| *2004-2006* |  | BISE SUKKUR SINDH PAKISTAN |  |
|  |  |
|  |  | 12th Intermediate (Commerce) |  |
| *1999-2003* |  | BISE SUKKUR SINDH PAKISTAN |  |
|  |  | 10th Matriculation(General Science) |  |



SKILLS

Computer and Internet Skills Written and Verbal Communication Organizational Skills Multi-tasking- Time Management



LANGUAGE

English-Urdu-Sindhi-(Arbic Normal)



ACADEMIC COURSES

IBA INSTITUTE COLLEGE SUKKUR



Sales & Marketing/Accounting 2008-2009



PERSONAL PROFILE



Date of Birth:15/02/1989

Gender: Male

Religion:Islam

Nationalty:Pakistani

Visa status:Own Visa(Transferable)

Visa Expiry:May 2020