



MUHAMMAD USMAN GHANI

Highly determined individual with a relentless drive for success. Demonstrates unwavering commitment to goals and a strong ability to overcome challenges. A resilient problem-solver with a proactive attitude, seeking to make a meaningful impact in any endeavor undertaken.

Contact

Nationality

Pakistan

Country of stay

Bahrain

Phone

+973-3666-3592

+92-300-3523-255

Email

Uqaab16@gmail.com

Address

Building No. 255B, Road No.1203,
Al Hamala, Bahrain

Education

2018

Secondary School

Board of Intermediate and Secondary
Education Sahiwal

2020

Higher Secondary School

Board of Intermediate and Secondary
Education Sahiwal

2023

Diploma of Computer Graphics

New Brain College of Computer Science

Expertise

- Microsoft Word
- Microsoft Excel
- Urdu Inpage
- Inventory Control Software
- Investment Management System

Language

Urdu

English

Experience

Branch Manager

2020 - 2022

Fri-Chicks I Depalpur Branch

- Oversee day-to-day operations of the fast food branch, ensuring smooth functioning and exceptional customer service.
- Maintain inventory levels, order supplies, and manage expenses to optimize cost efficiency.
- Implement and enforce health and safety standards to guarantee a safe working environment for both employees and customers.

Warehouse Supervisor

2018 - 2020

New Nesto Super Market, Pakistan

- Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Boosted warehouse operations performance by overseeing dispatching and setting optimal employee schedules.

Data Entry Clerk

2018 - 2020

MUHAMMAD & AHMED LAW FIRM

- Sorted documents and maintained organized filing process.
- Completed data entry tasks with accuracy and efficiency.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Organized, sorted, and checked input data against original documents.
- Scanned documents and saved in database to keep records of essential organizational information.
- Secured and protected data from unauthorized access by complying with security protocols