



ACADEMIC RECORDS:

<i>Degree</i>	<i>Marks</i>	<i>Completion Year</i>	<i>Board / University</i>
High School	708/1100	2014	BISE D.G. KHAN
Secondary School	555 / 1100	2016	BISE D.G. KHAN

SUMMARY:

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

PERSONAL INFO

CONTACT:

Current Location: Manama, Bahrain .

Tell: 33955169

Email: writetomehmed@gmail.com

Nationality: Pakistani

Marital status: Single

Visa Status: One Year multiple

Visit Visa (will Expire august 2023)

LANGUAGES:

English ___fluent

Arabic___Conversational

Urdu & Hindi __Native

Punjabi ___ Native

Additional Skills:

- ❖ MS OFFICE
- ❖ Account Management
- ❖ Bookkeeping & Billing,
- ❖ Customer Service
- ❖ Data Entry
- ❖ Event Planning,
- ❖ Receptionist
- ❖ Computer Operating System
- ❖ Windows
- ❖ Sales Goals
- ❖ Stocking
- ❖ Kindness
- ❖ Sales software proficiency
- ❖ Product knowledge
- ❖ Active listening

WORK EXPERIENCE

HAMZA COLD STORE, DGK (SALESPERSON) (2015-2016)

TROLLEY BOY , CARREFOUR, LAHORE (2016-2018)

CARREFOUR,LAHORE, Pk. (SHELF STOCKER) (2018-2019)

MADINA CASH & CARRY, LAHORE (SALESMEN) (2019-2021)

KEY QUALIFICATIONS & RESPONSIBILITIES

- Furnished shelf-stocking service - stock, clean, and display.
- Obtained and utilized all equipment and remove damaged commodities.
- Rotated specified merchandise.
- Removed and dumped all contractor - generated cardboard and trash.
- Distributed gifts/favors for birthday/holiday celebrations acknowledging departmental employees.
- Used Exceptional listener and communicator who effectively conveys information verbally and in writing.
- Put inventory on shelves and excess in the proper place.
- Designed and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Received, opened, unpacked, and issued sales floor merchandise.
- Stocked shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Used inventory or examine merchandise to identify items to be reordered or replenished.
- Answered customers' questions about merchandise and advise customers on merchandise selection.
- Cleaned display cases, shelves, and aisles.
- Itemized and total customer merchandise selection at the checkout counter, using cash register, and accept cash or charge card for purchases.
- Stocked shelves ordered product made sure shelves were neat and full.
- Helped team members making the workload for everyone less.
- Learned how to order products and estimate the sales of the week.
- Received store merchandise and issued sales floor merchandise Stocked shelves, racks, cases, bins, and tables Arranged merchandise displays to.
- Compared merchandise invoices to items actually received to ensure that shipments were correct Packed and unpacked items to be stocked on shelves.
- Monitored the safety and integrity of the store property Customer Service Achievements: None.