



## MUHAMMAD JALAL

**ID:** 990341003

**Passport:** BT8707032

**Work permit:** Bahraini

**Date of birth:** 10/03/1999

**Place of birth:** Mardan, Pakistan

**Nationality:** Pakistani

**Gender:** Male

### Contact

326 Road 328, Block 357 in Al Burhama, Manama, Bahrain., Manama, Bahrain **(Work)**

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### ABOUT MYSELF

Bachelor's degree holder in Economics with practical experience as a Sales Associate and Supervisor in a fast-paced retail & Wholesale environment. Skilled in sales operations, customer service, and maintaining accurate records including invoicing, bookkeeping, and financial transactions. Strong analytical and organizational abilities, seeking growth in sales and retail management.

### EDUCATION & TRAINING

Mardan, Pakistan

**Bachelor of Studies in Economics (BS-16 Years)** Abdul Wali Khan University Mardan | Pakistan

**Field(s) of study:** Economics | Finance | Marketing | **Final grade:** 3.6/4.00

Pakistan

**Higher Secondary Schooling** Government College Mardan

**Field(s) of study:** FSc Pre-Engineering | **Final grade:** 839/1100 (76% A)

### WORK EXPERIENCE

**Shakeel Group of Company Co. W.L.L** Manama, Bahrain

**Sales Associate and Cash Supervisor | Stationary | Household | Toys**

05/11/2024 - Current

**Customer Service & Sales:** Delivered excellent service, assisted customers, and consistently achieved sales targets through upselling and product knowledge.

**Operations & Supervision:** Managed daily branch operations, staff scheduling, and team performance to ensure efficiency.

**Inventory & Merchandising:** Oversaw stock management, product displays, and replenishment while maintaining store standards.

**Cash Handling & Compliance:** Processed transactions accurately, resolved issues, and ensured policy, hygiene, and compliance standards.

**Transaction Closing & Reporting:** Handled daily retail/wholesale closing, cash reconciliation, and accurate sales reporting.

**Accounts & Petty Cash In-Charge:** Maintained transaction records, managed petty cash, monitored expenses, and ensured proper documentation.

**Zaman & Sons Super Market** Mardan, Pakistan

**Data Entry Operator**

10/05/2022 - 31/10/2024

**Accurate Data Entry | Record Management | Providing Quotations & Tax Invoicing | Reporting & Coordination**

### LANGUAGE SKILLS

**MOTHER TONGUE(S):** Poshto

**OTHER LANGUAGE(S):** English | Urdu | Hindi | Arabic

### SKILLS

Microsoft Powerpoint | MS Power BI | MySQL | E-views | Microsoft Office | Inventory Management | Sales associate | Branch Accountancy | Petty Cash Handler | Microsoft Dynamics | Data Entry Operator