* **Zaigham Hanif**
* **Mobile NO : 35663260**
* **E-MAIL :** **hanifzaigham@gmail.com**

**hanif@awalgulf.com**

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| SUMMARY:  |

* Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases.
* Answer, screen and forward any incoming phone calls while providing basic information when needed.
* Maintain receipts, records, and withdrawals of the stockroom.
* Receive, unload, and shelve supplies.
* Experience in Cash Handling.
* Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
* Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
* Rotate stock and coordinate the disposal of surpluses
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
* Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.
* Excellent interpersonal communication and organizational skill with proven abilities in team management and planning.
* Maintenance of stock records, Stores accounting, Inventory control and Stock-taking.
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
* Ordering office stationery supplies, greeting clients Typing, Filing, and Managing diaries.

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| QULIFICATION :  |

**BS (H) ECONOMICS** G.C University Faisalabad (2010-014) 1st Division

**Intermediate** BISE Faisalabad (2009-010) 1st Division

**Matriculation** BISE Faisalabad (2006-007) A+ grade

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| BIOGRAPHICAL INFORMATION:  |

* FATHER’S NAME Muhammad Hanif
* CPR.NO 920831397
* **Driving License No 920831397**
* Passport. NO CG6788672
* Date of Birth 28-08-1992
* Nationality Pakistani
* Marital Status Single

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| WORK EXPERIENCE :  |

* **Working in AWAL GULF as a Storekeeper in Stores Department.**
* Counted and sorted all incoming goods.
* Handling of export sale orders packing.
* Performed general office and administrative responsibilities.
* Maintain an effective working relationship with all staff.
* Performed interoffice mail activity and special courier requests.
* Delivered mail to the post office.
* Performed mail and parcel shipping activities.
* Operated and maintained the barcoding machine.
* Coordinated the physical removal of excess surplus.
* Performed annual physical inventory.
* Worked in **DOMA DRINKING WATER W.L.L Bahrain** as a **Store In charge.**
* Receipt of incoming goods
* Inspection of all receipts
* Storage and preservation
* Identification of all materials stored
* Materials handling
* Packaging
* Issue and dispatch
* Maintenance of stock records
* Stores accounting
* Inventory control
* Stock-taking
* Worked in **Dragon City, Bahrain** as a **Cashier** and **Indoor Sales Man.**
	+ Manage a high volume of customers in courteous and friendly way.
	+ Inform customers about available products, ongoing sales, discounts and promotions.
	+ Give product suggestions to customers when needed.
	+ Assist customers in product selections based on their needs.
	+ Perform cash or credit card transactions for customer purchases.
	+ Handle cash register and manage cash receivable and payables.
	+ Arrange the product display areas in a visually appealing manner.
	+ Assist in keeping the store and stock area clean and orderly.
* Worked in **Serene Landmark Residence, Bahrain**as a **Receptionist.**
	+ Serve visitors by greeting, welcoming, directing and announcing them appropriately
	+ Answer, screen and forward any incoming phone calls while providing basic information when needed
	+ Receive and sort daily mail/deliveries/couriers
	+ Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
	+ Update appointment calendars and schedule meetings/appointments
	+ Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* Worked in **HYPER STAR Pakistan** as an**Administrative Assistant**for1 year**.**
* Worked as an Administrative.
* Ordering office stationery supplies, Greeting clients Typing, Filing, and Managing diaries
* Organize the work group.
* Assign jobs to subordinates.
* Delegate projects to subordinates.
* Direct tasks, jobs and projects.
* Train subordinates.
* Enforce rules.
* Lead and motivate subordinates.
* Develop group cohesiveness.
* Solve routine daily problems.
* Control or evaluate performance of subordinates and the department - performance appraisals.
* Discipline subordinates.

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| ADDITIONAL SKILLS : |

* Computer skill especially in MS Office.
* LN
* E Views
* Good interpersonal skills.
* Internet and Web Surfing.
* Effective communication skills of English, Urdu, Hindi, Arabic.

Additional Information:

Now days it’s difficult to survive with one quality in the practical market so I am developing myself asa best all-rounder so for this quality Iam always ready to adopt new thing and execute these things to get maximum output.

**References:**

Reference will be provided on demand.