

MUHAMMAD USMAN ABDUL WAHEED

ADDRESS: Flat no.22 BLD 22 Road 5339

Qallali 253

PHONE: +973-333286931

EMAIL: uxman_ch@ymail.com

Nationality: Bahraini

CPR: 941211509



CAREER OBJECTIVE:

To join a company that offers me a stable and positive atmosphere and motivates me to enhance my professional skills and therefore to innovate the work culture for the betterment of all parties concerned and Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

EDUCATION BACKGROUND:

PUNJAB GROUP OF COLLEGES

Intermediate in Commerce I.COM

With major subjects

- Accounting
- English for Life
- Business Mathematics
- Business Management



Oxford Grammar School.

Matriculation in Computer sciences

Major subjects

- Introduction of Computer
- Computer sciences
- Physics
- Chemistry



EXTRA QUALIFICATION:

- Diploma in Microsoft Office from Peak Solution College
- Bahrain institute of selling and retail- Certificate of attendance “Selling Etiquette”
- Certificate for retail sale (customer service) from IBIS hotel BAHRAIN Training also consists of
 - Sales Team Management
 - Time Management
 - How to use efficiency
 - Decision Making
- Certificate for **NETWORKING** from Peak solution college includes
- Workgroup

WORK EXPERIENCE:

- **Served as Sales associate in (Asghar Ali & Sons)**

Job Responsibilities:

- Received and processed payment by cash cheque credit card and automatic debits
- Execution and monitoring of all regular purchasing duties
- Worked with store manager to ensure merchandise changes assigned with sales patterns
- Complete all required report regarding sales and sales campaigns market feed code and team territory management activities
- Responsible for every phased day to day store operations
- Established sales goals managed budgets and desired sales forecasts
- Responsible for maximized sales and profitability of assigned areas through execution of company program.
- Proven ability to answer customer’s questions and give information regarding the business procedures and policies in an exact and customer friendly way

Duration

- **3rd MARCH 2015 to 21ST MARCH 2018**

JOINED LULU INTERNATIONAL EXCHANGE

Working in LULU INTERNATIONAL EXCHANGE as Front line associate with handling these Responsibilities:

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service
- Operating cash registers, managing financial transactions, and balancing drawers
- Achieving established goals.
- Team up with co-workers to ensure proper customer service.
- Build productive trust relationships with customers.
- Educate customers about current promotions and advertisements.

SKILLS:

- Able to adeptly use of Microsoft office
- Knowledge on internet operations.
- Good typing speed.
- Good Communications skills
- Computer skills
- Presentation skills

BEYONED ACADEMICS:

- Book reading
- Internet Browsing
- Business Articles

REFERENCE:

Mr. Kashif Rasheed
Regional Manager Charter Operations & Field Support.
DHL Aviation
Middle East & Africa
Office: 00973-17328335
Cell: 00973-36605260
Email: Kashif.Rasheed@dhl.com