



ARIF SALAM

Contact

📍 Dubai

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Profile

Date of Birth: 20.04.1995

Gender: Male

Passport: LR5754541

Visa Status: Visit visa

Marital Status: Single

Religion: Islam
Nationality: Pakistani

Skills

MS Office

Oracle software

Computer proficiency.

Leadership experience.

Communication skills.

Organizational know-how.

People skills.

Collaboration talent

Summary

To be a part of your forward-thinking company, where I can impart my theoretical knowledge for the organization's growth and development and make a meaningful contribution to attaining the company objectives. The ideal platform for my professional and personal growth is provided by your organization.

Work Experience

Cashier

Bata Pakistan Limited - Kohat
July 2022 to December 2023

- Provide excellent customer service to all customers.
- Handle cash and credit card transactions accurately and efficiently.
- Registering sales and returns on a cash register by scanning and itemizing items and totaling customers' purchases
- Maintain a clean and organized work environment.
- Assist customers with any questions or concerns they may have.
- Count and balance cash drawer at the end of each shift.
- Process returns and exchanges.

Inventory Controller

Bata Pakistan limited – Kohat
April 2021 to June 2022

- Identify, implement, and maintain inventory control procedures for all company property.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Receives, unpacks, and delivers goods, re-stocks items as necessary labels shelves.
- Processes and approves invoices for payment.
- Processes and documents returns as required following established procedures.
- May serve as cashier and handle cash and cash-related payments.
- Assist in preparing for audits.
- Performs miscellaneous job-related duties as assigned.

Sales Representative

Bata Pakistan limited – Kohat
May 2020 to March 2021

- Greet and engage with customers in a friendly and professional manner.
- Assist customers in finding the products they are looking for and provide recommendations based on their needs.
- Maintain a clean and organized sales floor, including product displays and shelves.
- Meet and exceed individual and team sales targets on a daily, weekly, and monthly basis.
- Handle customer inquiries, complaints, and returns in a timely and professional manner.
- Stay up-to-date on product knowledge, promotions, and current sales trends.
- Assist in inventory management by monitoring stock levels and replenishing merchandise as needed.

Education History

BS (HONS, ACCOUNTING&FINANCE) 2020
University of Lahore, PK

FS.C (SCIENCE) 2015
BISE Kohat, PK

MATRIC (SCIENCE) 2013
BISE Kohat, PK