

CURRICULUM VITAE

MUHAMMAD ARSLAN

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CAREER OBJECTIVE:

I look to associate myself with a challenging and rewarding position that suits my ability, skills, and energy in an organization, where there is an opportunity to Share, Contribute and upgrade my knowledge for the development of self and organization served.

PROFESSIONAL EXPERIENCE:

CLASSIC DKAAN GROCERY: Dubai, UAE.

Position: CASHIER

Assistant Duration: CURRENTLY

Job Responsibility:

- Process and monitor delivery and return invoices accurately.
- Maintain and monitor stock levels and product expiry with movements.
- Assist in developing merchandiser ideas for business growth based on industry trends, market analysis, and competitor markets.
- Identify and resolve merchandising, purchase orders, and production issues in a timely fashion.
- Coordinate with merchandisers to develop seasonal products.
- Make sure to check with all day-to-day work properly, Ringing up sales, Bagging items.
- Requesting price checks, Honoring coupons Collecting payment, Giving appropriate charge.
- Counting the contents of the cash register drawer at the end of each shift.
- Maintaining receipts, records and the withdrawal
- Audit to invoice number total weight and total pieces. Resolve stock discrepancies.
- Creating new inventory codes.

Preparing Stock maintenance daily. Physical checking stock in & out

BEST EXPORT FACTORY PAKISTAN

Position: OFFICE BOY AND ADMINISTRATIVE CLERK

Duration: APRIL 2017 – AUGUST 2019

Job Responsibility:

- Answering customer question, providing information, taking and processing order and addressing complaints
- Answering phone calls and calling customers and vendors to follow up on appointments and deliveries
- Compiling maintaining and updating company records
- Managing office inventory and working with vendors to ensure the regular supply of office materials
- Setting up appointments, scheduling meeting, distributing reports and managing the correspondence between the office and external bodies
- Compiling and maintaining records of office business transactions
- Training, onboarding and supervising junior clerks
- Operating office equipment including printers, copies fax machines and multimedia instruments

PROFESSIONAL/ PERSONAL STRENGTHS AND SKILLS:

- Ability to organize, coordinate, implement, and control work-related activities.
- Adaptability – Capable of adapting to new environments and grasping work quickly.
- Having a pleasing personality and very good interpersonal skills.
- Energetic, dedicated, self-motivated, and a thorough approach to work.
- Capable of working on own initiative.

PERSONAL INFORMATION:

- DATE OF BIRTH : 22/07/1996
- NATIONALITY : PAKISTAN
- SEX : MALE
- MARITAL : SINGLE
- LANGUAGE : ENGLISH, URDU, PUNJABI, HINDI
- VISA STATUS : RESIDENCE VISA
- PASSPORT NUMBER : FM1911212

DECLARATION:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: UAE

MUHAMMAD ARSLAN