

ABDUL GHAFOOR

ASST MANAGER

Address CHICHAWATNI, PAKISTAN 57200

Phone 03496850700



CAREER OBJECTIVE

Use this space to express your career aspirations and goals and to quickly connect with a employer. Stress your most relevant experience and skills for the position you are applying for.

PERSONAL DEATIL

- Father Name: Falak Sher
- Date of Birth: 05-01-1988
- CNIC: 36501-9072553-7
- Nationality: Pakistani
- Domicile: District Sahiwal
- Marital Status: Married
- Religion: Islam
- Email: shamghafoor1812@gmail.com

ACADEMIC QUALIFICATIONS

M.A Political science	2nd	BZU Multan	2012
B.A	2nd	BZU Multan	2008
F.A	2nd	Bise Multan	2006
Matric	2nd	Bise Mutan	2004

COMPUTER SKILLS

- 6 Month Diploma In Office managements.
- Word Processing MS Excel, MS Word
- Internet & Email

CAREER HISTORY

Assistant Manager

FINCA MICRO FINANCE BANK DUTIES

2021 TO COUNTINTUE

- Developed loyal and highly satisfied customer base through proactive management of team customer service strategies.
- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Monitored security to protect employees, customers and property.
- Introduced new products or services, increased marketing activities and improved customer service to drive sales.
- Recognized staff for contributions to company success to foster engagement and increase productivity.
- Helped with planning schedules and delegating assignments to meet coverage and service demands.
- Compiled financial data to comply with budget.
- Developed strategy to increase sales and drive profits

Team Leader

Punjab Rural Support Program

2013- 2021

- Built strong relationships with customers through positive attitude and attentive response.
- Mentored and guided employees to foster proper completion of assigned duties.
- Worked with colleagues to create prototypes for designs and training materials.
- Led team of [10] members while providing exceptional customer service.
- Maintained statistical and financial records.
- Coordinated weekly meetings for internal and external groups.
- Facilitated training for associates through daily coaching and regular performance appraisals.
- Established open and professional relationships with team members to achieve quick resolutions for various issues.
- Confirmed confidential budget reports remained up-to-date for manager.
- Implemented new working processes to deliver multiple improvements

Administrative Assistant

Punjab Rural Support Program

2010-2013

- Restocked supplies and submitted purchase orders to maintain stock levels.
- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Created presentations to inform, motivate and persuade internal and external audiences.
- Facilitate to all office staff .
- Organize travel arrangements for senior Managers.
- Book conference calls rooms taxes corridor and hotels.
- Maintain Computer and manual filling system.
- Manage staff anointments.
- Maintain and update employ's holiday records.
- Coordinate repair to office equipments.
- Oversee and supervise the work of joiner staff.

Warehouse Incharge

Punjab Rural Support Program

Project: Food & Agriculture United Nation

2007-2010

- Maintain accurate records of inventory levels, track stock movement, and implement inventory control measures to prevent shortages or overstocking.
- Supervise the receiving process for incoming goods, verify the quality and quantity of items received, and ensure that they match purchase orders.
- Allocate storage space for various products, implement appropriate storage methods, and ensure that items are stored in an organized and easily accessible manner.
- Coordinate the picking, packing, and shipping of orders to ensure accurate and timely order fulfillment for customers or other departments.
- Lead and supervise warehouse staff, including hiring, training, assigning tasks, and conducting performance evaluations.
- Generate and analyze reports related to inventory levels, order processing, and warehouse performance. Provide regular updates to higher management.
- Maintain communication with other departments, such as procurement and sales, to ensure alignment on inventory needs and order priorities.

REFERENCES

Will be provided on Interview .