

ASAD ZAHEER

Experience

 **iShop**
Sales & Technical Support
(Dec2021 to Oct2022)

Job Responsibilities: -

- Managing stock levels and making key decisions about stock control.
- Analyzing sales figures and forecasting future sales volumes to maximize profits.
- Analyzing and interpreting trends to facilitate planning, using information technology to record sales figures, data analysis, and forward planning.
- Monitoring what local competitors are doing, initiating changes to improve the business, revising opening hours to ensure the store can compete effectively in the local market
- Software Support for Windows/Mac-based Laptops, Desktops Troubleshoot.
- Repairing Of windows Based Laptops Such as Hp, Dell, Lenovo, Acer, Asus
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 **FutureTech**
Sale Executive
(Sept2017 to Nov2021)

Job Responsibilities:

- Managing stock levels and making key decisions about stock control.
- Analyzing sales figures and forecasting future sales volumes to maximize profits.
- Analyzing and interpreting trends to facilitate planning, using information technology to record sales figures, data analysis, and forward planning.
- Monitoring what local competitors are doing, initiating changes to improve the business, revising opening hours to ensure the store can compete effectively in the local market
- Improve the commercial performance of the store by increasing its turnover and maximizing profitability.
- Managing store Staff roster, timing, managing manpower and restricting them to follow the SOP as per company policy.

 **MOBILINK**
Customer Center Representative
(Dec2011 to April 2015)

Job Responsibilities:

- Joined MOBILINK as a Contact center Representation (CSR) and worked for 3.4 years.
- Learned to work in a team and give my best output as a team player to achieve the desired goal.
- Experience working in an ISO-certified organization with their norms and etiquette.
- Learned and achieved the best up-seller in up-selling walk-in customers.
- Learned to manage multitasking CRMs while dealing with customers and quality.
- Learned to evaluate quality parameters in the SOPs of my company.
- Polished my communication skills to the best level of service.





TRANSGUARD GROUP LLC
Cash Management Center (ATM and General Cash processing)
Cashiering Operator(2008-2010)

Job Responsibilities:


- Responsible for the timely and accurate submission of the Bank's required reports for their ATM, Branches, Customers, and Exchanges.
- Familiar with reporting deadlines.
- Running quality testing on reports.
- Plan & Prepare shift reports and shift timing.
- Auditing and Monitoring Cash Vault Stock Level.
- ATM Replenishment checking and GL balancing.
- Foreign and Local Currency Fake Detection and counting.
- Daily ATM report balancing with the bank.
- Well-versed in cash management software (Maestro & ATM software, etc.).
- Well knowledge of Machine Operation COBRA & CPS (De La Ru).

Details

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 +92-317-8550767

 assad.zaheer1984@gmail.com

 Currently located in Dubai
till 18 March, 2024

- Marital Status: Married
- Date of Birth: 30 Oct, 1983
- Religion: Islam

Language

- English
- Urdu

Education

- **DBA(Intermediate)**

(Diploma in Business Administration)

From "City College in 2003"

- **SSC (Science)**

From "Sir Syed Academy" in "2000"

Diploma, Certifications, and Professional Training

"Negotiation Skills" training
by Mr. Muneeb Kidwai
(Corporate Trainer at
Mobilink).