***AWAIS SHAREEF***

**Email: Awaisalvis@gmail.com**

**Cell: +92344-7444334**

 **+971589511748**

**OBJECTIVE:**

I want to join a sound organization where I would be able to enhance not only the quality of my profession but also the quality of my life experience.

**PROFESSIONAL EXPERIENCE**:

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* **Supervisor at Almas Private Limited.**
* **(01-08-21 To 31-12-23)**
* **LYALLPUR GALLERIA FSD (PAK).**
* Daily display setting & Stock setting.
* Daily cleaning checking.
* Store backup setting.
* Sale executives’ activity.
* Demand of required items
* Products Acknowledgment.
* Sale Promotion of Old items.
* Customer welcome & Shop Environment Maintain
* Daily Audit To all Stock
* Maintenance & electric Report.
* Incoming & outgoing goods verification.
* Stock setting and maintain the display
* Stock taking & daily audits
* Misc. Customer Demands
* Daily inventory Report which will be assign by sale executive of
* Sections to check and verify it.
* Checking of Assigned sectioned of sale executives.
* Weekly Cash Deposit on Company Account.
* Daily check cash Transition Returns & Exchange policy.
* Daily Attendance Email to HO.

 

**Carrefour Pakistan (Majid Al Futtaim|)**

**E-Commerce Operations Supervisor: (01-03-2021 to 30-07-21)**

* Successful Lunching E commerce Software (Magistor) Faisalabad. (Lyallpur Galleria)
* Account manage assigned warehouse, overseeing invoicing processes and coordinating relevant training or stock management processes.
* To liaise as required with the online shop warehouses in order to resolve delivery issues and e-ticketing.
* Perform monthly stock takes with warehouse and reconcile.
* Implement E commerce strategy in order to improve performance.
* Work with developers to improve website speed.
* If customers have any inquiries, complaints or problems, to solve his all relevant queries.
* Handle the orders and Delivered on time to the customer.
* Responsible for the order follow-ups, like filing copies of the orders or other paperwork and timely hand over to the LM Team.
* Assisting with decisions about promotions such as discounted offers and affordable bulk packages.
* Control The Department Indicators.
* Prepare the stock order and manage the stock current leaflet.
* Organize the different training to staff & Admins.
* Excellent knowledge of retail industries procedure
* Control the schedule of 15 Plus Staff’ Supervisor, Admins and customer service.
* Ensure that all comments, suggestion and complain of the customer are treated and solved on a timely basis.
* Ensuring that payment options and promotional tabs are configured correctly.
* Analyzing sales-related data to predict future sales and concomitant stock requirements.
* At the day end all order detail and compile file and details send to the head office.

**CENTRAL CASH OFFICE (CCO) Senior Supervisor & CS Supervisor.**

**(18-03-2019 to 28-02-2021)**

**Carrefour Pakistan (Majid Al Futtaim)**



* Successful Carrefour Store Opening in Faisalabad. (Lyallpur Galleria)
* All customer complaints and customer services staff handling.
* Quarterly CSA (Control Self-Assessment) Audit to All CCO.
* February 2019 to February 2021 as Senior Supervisor (DOA).
* Fallow's all related SOP’S and Implementation.
* Manage On Monthly Basic License from Different Government Institute.
* Control The Department Indicators.
* Manage The Que Result as Per Company Standard.
* Control the inventories all assets.
* Organize the different events regarding store promotion.
* Control the all cash of store and bank deposit according to company policies.
* Organize the different training customer care training, bank policies,
* fake note training, cash handling training company policies Acceptance of
* Credit card & debit Card training etc.
* NPS training my Club App training, Huddles.
* Control the schedule of 30Plus Cashier’s, Supervisor’s, and Main safe Clerk and customer service.
* Randomly spot check main safe cash office for accuracy in cash.
* Randomly spot check to cashier on cash counter.
* Systematically performing a best super market application software international.
* Excellent knowledge of retail industries procedure
* Ensure high quality of service offered to the clients
* Ensure and control that the cashier’s allocation is according to the flow of the customers and maintain a smooth passage of customer at cash counter.
* Ensure that all comments, suggestion and complain of the customer are treated and solved on a timely basis.

**CHECK OUT SUPERVISER** (Oct-2017 to Jan-2019)

**CHASE UP SHOPPING MALL FAISALABAD**

* Cash inflow/outflow verifying daily basis.
* Cash Deposit on Daily Basic.
* Maintain the bank transactions.
* Verify all the transactions daily basis.
* Solve the customer complains.
* Daily brief the cashier to customer dealing.
* Very energetic to perform his duties.
* Handle 30 plus cashier.

**ARCHIEVE CLERK (Manage the cash & documents)**

**Syed Muzaffar vehicles Registration LLC Dubai UAE** (June 2015 – Sep-2017)

* Petty cash handling
* Daily transactions handling
* Daily documentation handling
* Daily report to Manager
* Customer handling & guide for registration documentation etc.

**CASHEIR (Manage all over the cash transactions)**

**GOURMET FOOD FAISALABAD** (Apr-2011 to May-2015)

* Cash & visa card handling all the transactions.
* Invoicing on till.
* Putt all returns & Exchange.
* Petty cash handling
* Daily cash closing.
* To solve the complained of Customer.
* Report to Team Manager

 **SKILLS:**

* M.S. Office
* Windows installation &Troubleshooting
* Selling Skills | Sales and Stock Management | Petty Cash Management | Overall Staff And Store Operations | Dynamics Ax Retail | Commitment to Customer Service | Cash Flow Management | Balance Sheet Review | Assistant Manager Retail | Accounts Reconciliation

**ACADEMIC QUALIFICATIO:**

* B.A Punjab University LHR (PAK)
* D.Com P.B.T. E LHR (PAK)
* Matriculation FAISLABAD BOARD (PAK)

**PERSONAL INFORMATION:**

**Visa Status Visit Visa**

**Expire Visa 04-05-24**

Date of Birth 22-09-1987

Religion Islam

Marital Status Married

Nationality Pakistani

**LANGUAGES:**

English, Urdu & Punjabi.

**REFERENCES:**

Will be furnished on demand.