



Irfan Malik

Date of birth: 14/04/1997

Nationality: Pakistani

Gender: Male

CONTACT



Ajman mohwait 3, Hajar
building G3
2758 Ajman, United Arab
Emirates



Fanimalik234@gmail.com



(+971) 568629775

Instagram: [https://
instagram.com/malik_irfan4](https://instagram.com/malik_irfan4)

Whatsapp Messenger: [https://
bit.ly/3huHgre](https://bit.ly/3huHgre)

ABOUT ME

PROFESSIONAL EXPERIENCE I am highly motivated, confident and goal oriented professional with excellent technical and operational field experience. In addition i am very focus on my task to leading the fleet in one steam line With the blessing i am expert in Coustmer service , sales , suply chain oporations Expertise Looking for challenging , creative and respectable profession so that i could utilize my skills and enhance them to become a master of my field. Currently i am managing the ground operations at elgrocer in sharjah and ajman.

WORK EXPERIENCE

15/10/2019 – CURRENT – Dubai , United Arab Emirates

SHARJAH COOP PICKER LEADERS

ELGROCER E-COMMERCE

Duty and Responsibilities:

- . Lead the daliy opreations with in picking department to ensure accurate and timley picking processes of All orders with maximum efficiency
- . Supervise all activities and product
- . Provide coaching assistance to the picking team members
- . Recieve and check incoming pick tickets
- . Build pallets with orders and position them to loading docks .

16/01/2018 – 24/07/2019 – Dubai and sharjah , United Arab Emirates

Salesman + Cashier

United hyper market

- . Give product suggestions to coustmers when needed
- . Assist coustmers in product selections based on thier needs
- . Perfrom cash or credit card transactions for coustmer purchases
- . Handle cash register and manage cash receivable and payables

01/06/2017 – 29/12/2017 – Islamabad , Pakistan

Supervisor

CARREFOUR PAKISTAN

- . Provides a psoitive customer experience with fair , friendly and couteous service .
- . Registers sales on a cash register by scanning items , itemizing and totaling customers purchases .
- . Resolves coustmer issues and answers questions
- . Processes return transactions.
- . Enters price changes by refering to price sheets and special sale bulletins .
- . Discount purchases by redeeming coupons .
- . Collect payments by accepting cash or charge payments from customers and makes change for cash vustomers .
- . Verifies credit acceptance by reviewing and recording drivers license number, and operating credit card authorization systems .
- . Balances cash drawer by counting cash at beginning and end of work shift.



01/10/2016 – 28/05/2017 – Mirpur

Assistant retail merchandiser

Utality store pakistan

- . Working closely with buyers and other merchandisers to plan profuct ranges.
- . Meeting with suppliers , distributors and analysts.
- . Manging budgets .
- . Predicting sales and profits.
- . Negotiating quantities and delivery timescales . Supervising and training junior staff.
- . Managing levels and distribution of stock
- . Handling supply/ production problems as they arise .
- . Setting stock promotions/ price reductions as appropriate

EDUCATION AND TRAINING

01/02/2014 – 01/12/2015 – Mirpur azad kashmir , Chakswari , Pakistan

F.a

Gov boys degree college chakswari azad kashmir

01/03/2012 – 31/12/2013 – Mirpur, Pakistan

Matric science

Azad jammu kashmir board of intermediate and secondry education mirpur

01/05/2016 – 01/10/2016 – Islamabad, Pakistan

Civil surveyor

Govt of pak national training bureau ministry of federal education professional training islamabad

04/04/2016 – 30/09/2016 – Islamabad, Pakistan

Autocad 2D+3D

Govt of pak national training bureau ministry of federal education professional training islamabad



LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu | Punjabj

OTHER LANGUAGE(S): Hindi

English

Listening A2	Reading A1	Spoken production A1	Spoken interaction A2	Writing A1
------------------------	----------------------	------------------------------------	-------------------------------------	----------------------

Arabic

Listening B1	Reading A1	Spoken production B2	Spoken interaction B1	Writing A1
------------------------	----------------------	------------------------------------	-------------------------------------	----------------------

DRIVING LICENCE

● **Driving Licence:** B1

● **Driving Licence:** B
