

# MIRZA SULTAN ZAHUR

## DRIVER / CASHIER / TELLER

### Executive Summary

Decisive cashier and Pharmaceutical sale representative with 10+ years of experience providing customer centric services, handling daily accounts and maintaining inventory. Always aimed and ensured that all transactions are documented in line with both internal and regulatory compliance requirements with accuracy and efficiency. Competent professional with aim to serve with honesty and integrity

### EXPERIENCE

#### ROYAL KEITA CATERING LLC (ABU DHABI)

##### Light Vehicle Driver

##### [2023-Present]

Keita represents a dynamic new presence in corporate and event catering. Keita offer the full range of catering options – from small scale private catering to 5 star dining to glittering events for hundreds of A-list guests. Also have the capacity to partner with hospitals, corporate and schools to supply all your meal requirements.

##### Responsibilities:

My role as a **Driver 3-Ton Vehicle** (Food Delivery driver for in door patients(Burjhee, LLH, Life Care etc), café and functions) in KEITA CATERING. On Daily basis I pick up food from KEITA kitchen and deliver safely to the given location also maintain the vehicle cabin chiller temperature according to the HSE standard.

##### BattMobile (Dubai)

##### Light Vehicle Driver ( Luxury Vehicles )

##### [2022 - 2023]

Battmobile UAE most highly rated onsite car care and maintenance services provider. With a fleet of over 40 vehicles and qualified technicians on the road 24/7. And provide emergency and preventive car Care service at costumer's location across the UAE.

##### Responsibilities:

My role as a driver (Deliver and picked customers Luxurious Vehicles)in battmobile. On Daily basis I pick up the Luxury vehicle from customer's location to company. And return the vehicle to the customer when technicians completing the vehicle maintenance and services.

##### Global Pharmaceutical

##### (S.S.P.O) Senior Sales Representative

##### [2017 – 2021]

##### Job Summary:

Global Pharmaceuticals is a top pharmaceuticals company in Pakistan committed to developing innovative healthcare solutions. They prioritize research and development to create cutting edge medicines and therapies and are dedicated to improving the lives of patients worldwide.

### DRIVING LICENSE


#### DETAIL

UAE Driving License  
Light Vehicle Driving License  
Manual  
License Number 2836806

### PERSONAL INFORMATION

- S/O MIRZA ZAHUR AHMAD
- DOB: 01-12-1989
- MALE
- MARRIED
- PAKISTANI NATIONAL
- MUSLIM
- PASSPORT #: DL5121681

### CONTACT

 +97-1526206429

 SULTANZAHUR@GMAIL.COM

 ABU DHABI, UAE

Meeting with doctors, promoting products, offering samples, and convincing them to prescribe

Attending quarterly training sessions to completely understand the composition of launched pharmaceutical drugs for common diseases

Planning schedules, and completing target of meeting 14 doctors in a day

Coordinating with the stockiest and pharmacy stores for orders

Making appointments of doctors for demonstrating new drugs

Submitting daily call reports, and monthly sales reports to the senior manager

Taking feedback on drugs from doctors and pharmacists and submitting details to research and development team.

## SUPER CINEMA

### Senior Cashier cum Assistant Accountant/ Teller

[2015 – Dec, 2021] (Part Time)

#### Job Summary:

Super cinema is corporate chain of cinemas in Pakistan. I joined the organization as junior cashier and elevated to senior cashier in year 2017. As senior cashier I have conducted more than 430 movie shows by managing cash counter, lobby area and food court with guaranteed customer centric services and also secured collections of PKR 27 million in my tenure.

#### Responsibilities:

- Cash counter management and reconciliation of cash and taking Point of Sale (POS) closing from junior cashiers to optimize day end reconciliation with accuracy and efficacy.
- Maximizing the productivity targets through driving retail KPIs by ensure efficiently utilization of available resources.
- Taking the lead and resolve customer complaints, guide them and provide with relevant information to ensure persuasion and uninterrupted counter services.
- And otherwise cinema accountant was on leaves I was perform the work of accountant place and other activities.
- f information and inspect its quality to report discrepancies.

## QUALIFICATION

- **Diploma of Associate Engineering in Mechanical Technology**  
Equivalent to Higher Secondary School Certificate (HSSC/Intermediate)  
Swedish Pakistan Institute of Technology, Gujrat
- **Secondary School Certificate SSC (Matriculation)**  
Govt. Public High School No. 2, Gujrat

## SOFTWARE PROFICIENCY

- **MICROSOFT OFFICE [Excel, Word & Outlook]**  
Basis user of Micro Soft Office to prepare Excel base MIS for inventory record and Excel base bank reconciliations. Frequent user of MS Word and Out Look for report drafting and internal communication.
- **POINT OF SALE**

## SKILLS

Microsoft

Multitasking

Excel, Word

Computer Skills

Problem Solving

Marketing

Punctuality

Interpersonal

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Regular user of Point of Sale software to record credit / cash sales.  
Handing over and taking of cash at the day end.

- **TALLY SALES SOFTWARE**

New user of Tally Sales ERP software with basis understanding of transaction posting and inventory management.

## HOBBIES

- ✓ Jogging
- ✓ Book & News Paper Reading
- ✓ Net Surfing
- ✓ Cooking