

MOHAMMAD KASHIF BASHIR

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SUMMARY

Date of Birth: 11-01-1974
Gender: Male
Marital status: Married
Nationality: Pakistani
Current Location: UAE
Visa status: Employment Visa

DRIVING LICENSE

Having **U.A.E.** Light Vehicle + Motor Bike Driving License

PASSPORT

Passport No.: AL-3848284
Date of issue: 14 September 2021
Date of Expiry: 13 September 2031

OBJECTIVE

Seek a team-oriented environment that fosters professional development and be able to have a challenging position with potential growth and advancement. Looking for an opportunity to join a leading marketing organization. Familiar with the identification of prospects, cold calling and attending client meeting and product demonstrations. Positive, energetic, focused and eager to further grow and develop existing business skills.

WORK EXPERIENCE

SEP 2017 - PRESENT	M. Iqbal Restaurant (Business Bay Branch) <i>Delivery & Family Driver</i> <ul style="list-style-type: none">✓ Manage multiple orders, delivery locations and customers at the same time✓ Deliver orders within an optimal period of time, ensuring freshness of food and respect the customer preferences✓ Safely operate a vehicle in all types of weather conditions	Downtown Dubai, UAE
AUG 2006 -JUL 2015	ARAMEX INTERNATIONAL <i>Bike & Car Courier</i> <ul style="list-style-type: none">✓ Systematically arrange the receive orders or packages and deliver them as per their priority and specific time✓ Maintain complete and appropriate records regarding the courier receive, ship, orders deliver to the clients, etc.✓ Safely transport the couriers to their respective clients and receive an acknowledgement and other signed documents✓ Efficiently build better customer relationship with various clients and politely respond to their necessary queries and issues✓ Handle all kinds of courier services to the business locations, and also to the general customer's homes systematically	Dubai, UAE

	<ul style="list-style-type: none"> ✓ Efficiently plan the routes and deliver the ordered packages to their respective destination within the specific time-zone. ✓ Confirm the packages while loading into the carriage and also while delivering it to the clients. ✓ Daily settle cash of COD shipments in account section. <p>Assistant Team Leader</p> <ul style="list-style-type: none"> ✓ Daily mail sorting according to areas and handover to each courier as per assigned areas. ✓ Assigning of collections for all couriers as per distributed area. ✓ Follow up complaints received from back of ice regarding urgent deliveries & pick up also ✓ retrieving shipments delivered wrongly ✓ Using outlook express as a communication source ✓ Explain new methods & rules to couriers instructed by supervisors & operation manager ✓ Check & evaluate daily courier's performance on daily basis ✓ Informed about daily courier report to supervisor 	
APR 2002 - DEC 2005	<p>CARREFOUR DEIRA CITY CENTER</p> <p>Counter Sales Supervisor</p> <ul style="list-style-type: none"> ✓ Managing counter sales ✓ Keeping tracks of enquiries and updating of rate sheets ✓ Responsible for reporting to the management and organizing meeting with staff ✓ Handling complaints and forwards details to the concern authority ✓ Providing full assistance and quality service to the customer needs ✓ Possessing good interpersonal skills to deal with all kind of customers ✓ Conduct customer satisfaction surveys and service promotions ✓ Providing customer full satisfaction with our job by greeting, smiling and open communication and other activities conducted within the company policies ✓ Updating daily records of purchase and sales ✓ Updating all received daily invoices in system ✓ Acting as an inventory assistant and in fright justification for any variances ✓ Interact with customers on a personal level providing exemplary customer service 	Dubai, UAE

EDUCATION

- ✓ **Graduation** from **BZ University Multan**, Pakistan
- ✓ **SSC & HSSC** from **BISE Dera Ghazi Khan**, Pakistan

LANGUAGES

- ✓ Urdu - Native
- ✓ English - Fluent
- ✓ Hindi – Fluent
- ✓ Punjabi – Fluent
- ✓ Arabic – Novice
- ✓ Punjabi – Fluent

REFERENCES

- ✓ Will be furnished upon establishment of mutual interest