



ISHFAQ AHMAD

Organized, experienced, results-oriented, highly motivated, and dedicated to achieving excellence in every task undertaken. I am adept at navigating challenges and contributing to the success of teams. Seeking opportunities to leverage my skills and experience to make a meaningful impact in a dynamic and growth-focused organization.

CONTACT



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Street 19A, Villa 10, Al
Rashidiya, Dubai, UAE

SKILLS

- Microsoft Office
- Email and Social Media Management
- Management and administration
- Customer service
- Strong Communication
- Team Work

LANGUAGES

- ENGLISH
- URDU
- KHOWAR

EXPERIENCE

STORE ASSISTANT

BIO-ORGANIC & WHOLEFOODS

March 2020 - September 2023

Responsibilities:

- Greeting and assisting customers with their inquiries, Providing information about products and services, assisting customers in finding the products they are looking for, and Handling customer complaints or issues.
- Receiving, inspecting, and recording incoming goods, Organizing and maintaining inventory, ensuring accurate stock levels, Conducting regular stock checks, and updating records accordingly.
- Keeping the surroundings hygienic, organized, and free of safety hazards, Arrange products in an orderly manner to optimize space.
- Following company policies and procedures and adhering to safety and security guidelines. Reporting to senior-level management.

EDUCATION

STARS LAND GRAMMAR SCHOOL

2010 - 2012

Secondary education, Science

NEW OXFORD PUBLIC SCHOOL

2013 - 2015

Intermediate, Pre-Engineering

UNIVERSITY OF PUNJAB

2016 - 2018

Bachelor of Arts, Social Science