

Muhammad Fayyaz

House #128 Block # 3 Sector DII Green Town Lahore



OBJECTIVE

Willing to join such an organization where I can grow and utilize myself Experience for the better myself & Organization.

EDUCATION

Faculty of Arts (Intermediate)

(Allama Iqbal open University Islamabad)

Matriculation

(Science Group Lahore Board)

PERSONAL INFORMATION

Father's Name	Muhammad Hussain
Date of Birth	April 27, 1986
N.I.C #	35202-5131605-5
Mobile #	00923164432081
Pass Port #	BJ8116051
Nationality	PAKISTANI
E-mail ID:	Zain.habeeeb@gmail.com
Marital status	Married
Religion	Islam

COMPANIES

METRO CASH & CARRY as a Senior Supervisor (Jan 2020 to 2022) PAKISTAN

UMAR CASH & CARRY as a Assistant Supervisor (Jan 2016 to 2019) PAKISTAN

SWEAR CASH & CARRY Stock Data Entry in Sale System (Enterprise Resource Planning)
(Jan 2012 to 2015) PAKISTAN

PROFESSIONAL SKILLS

1. Customer services support.
2. Team Building & Team work
3. Team Leadership
4. System improvement
5. Target achievement
6. Time management
7. Excellent verbal communication skills.
8. Thorough understanding of Stores procedures and policies
9. Excellent organizational skills and attention to detail
10. Implementing measures to avoid stock damages, theft, and wastage
11. Honestly Hard working & good ethics

RESPONSIBILITIES

1. Maintain a clean, organized, and safe work environment at all times
2. Adhere to company policies and procedures, as well.
3. Assist customers with questions, concerns, and complaints in a professional manner
4. Effectively communicate with store management and other staff to ensure the smooth operation of the store
5. Monitor store sales and inventory levels, placing orders to maintain optimal stock levels
6. Supervise and train store employees, ensuring they are knowledgeable about products
7. Schedule employee shifts and breaks, making adjustments as needed to ensure adequate coverage
8. Prepare reconcile daily sales reports
9. Perform opening and closing duties as needed
10. Perform other duties as assign

COMPUTER SKILLS

Ms.Office Excel

Ms.Office Word

Ms.Office PowerPoint

ERP Software

Internet Browsing

LANGUAGE

English

Urdu