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**Muhammad
Moaen Khurshid**

PERSONAL INFO:

Father's name : **M. Khurshid Khan**
Date of Birth : 12th April 1992
Passport No : NM4129491
Marital Status : MARRIED
Nationality : **Pakistan**

PROFILE :

A passionate leader with first-class communication skills and a long track record of successful operation management for 10 years I am committed to my customers, and I have a great deal of experience leading successful teams to meet and exceed their goals. Hard-working and voluntary professionals. I always aim to provide excellent service. As a builder of tactical teams, I know how to train employees, create cohesive teams, and also develop the vision of any company I manage.

EDUCATION:

Qualification	Year	Board/Institute
BACHELOR IN COMMERCE	2013	University of Punjab Lahore
I.COM	2010	Board Intermediate Secondary Education Mirpur AJK
S.S.C	2008	Board Intermediate Secondary Education Mirpur AJK

Employment History :

General Manager at New Castle Vacation Homes (UAE)

July, 2021 Present

RESPONSIBILITY:

- Develop and implemented strategies to increase sale and profitability.
- Served as a successful leader, promoting and achieving organizational targets.
- Managed budget implementation, employee reviews, training, schedules and contract negotiation.
- Monitored financial performance, Set Budgets and controlled expenses to provide financial stability and long-term organizational growth.
- Maximized efficiency by coaching and mentoring personnel on management principles, industry practices, company procedures and technology system.
- Scheduled employees for shifts, taking into account customer traffic and employee strengths.

Central Cash Office Controller at Earth Retail L.L.C (UAE)

August, 2019 - June, 2021

RESPONSIBILITY:

- Greeted Customers entering store and responded promptly to customers need.
- Built relationships with customers to encourage repeat business.
- Worked flexible schedule and extra shifts to meet business needs.

- Operated cash register for cash, gift vouchers, and GPRS and credit card transactions with excellent accuracy levels.
- Welcomed customers and helped determine their needs.
- Accessed customers with returns, refunds and resolving transaction issues.
- Tallied cash drawer at beginning and end of each working shift.
- Upsold additional products and services to customers and increase revenue.
- Handle cash with high accuracy and took care to check bills for fraud.
- Used POS system to enter orders, process payments and issue receipts.

Central Cash office Controller at aswaaq Retail L.L.C (UAE)

June, 2014 – July, 2019

RESPONSIBILITY:

- Greeted Customers entering store and responded promptly to customers need.
- Operated cash register for cash, gift vouchers, and GPRS and credit card transactions with excellent accuracy levels.
- Completed general entries, reconciliations and account analysis to prepare quarterly financial document at general account management.
- Create and distributed reports on internal and external finances, audits and budgets.
- Supervised accurate, efficiency and compliant completion of monthly financial reporting.
- Reviewed documents and data to give accurate presentations and forecasts to upper management.
- Reviewed process and procedures to guide program implementation and optimize auditing.
- Increase flow of financial information throughout company by improving communication strategy.

ORGANIZATIONAL SKILLS:

- | | |
|--------------------------------|--------------------------------------|
| • Organizational restructuring | • Budget sales forecasting |
| • Point of sale system | • Credit and cash transactions |
| • Business development | • Operation management |
| • Cash drawer balancing | • Customer service and brand loyalty |
| • Strategic planning | • Training and monitoring |

PERSONAL SKILLS:

- | | | |
|----------------|-------------------------|----------------|
| • Teamwork | • Written communication | • Flexibility |
| • Practicality | • Honesty | • Leadership |
| • Negotiation | • Positivity | • Contribution |
| • Passion | • Confidence | |

COMPUTER/ERP SKILLS:

- | | | |
|--------------------------|-------------------|-------------------------------------|
| • Microsoft. Excel | • Microsoft. Word | • Microsoft. Outlook |
| • MS. Dynamic NAV system | • MS. Dynamic 365 | • Online Home Delivery applications |

LANGUAGES:

- | | | | |
|-----------|--------|------------------|-----------|
| • English | • Urdu | • Arabic (Basic) | • Punjabi |
| • Hindi | | | |

INTERESTS:

- | | | |
|-------------|-----------------|-------------|
| • Newspaper | • Reading Books | • Traveling |
| • Badminton | • Cricket | • Fitness |