MUHAMMAD Suliman

**Salesman/Computeropretor/ Merchandiser/**



I am a confident, enthusiastic, outgoing and hard working person, whom enjoys learning new skills, meeting new people and has a high degree of motivation and professionalism. I have an excellent communication skill and

understanding of different people

# Education

### Basic Computer Application Course

Dept Of IT and Computer

Education -Gujrat

**Jan 2019 to Jan 2020**

**Inter**

Government Post Graduate College - Kharian

**Jan 2017 to Nov 2018**

**D****ATE OF BIRTH 03-04-2000 NATIONALITY PAKISTANI GENDER MALE**

**RELIGION ISLAM**

# Contact :-

0523769191

Munajee441@gmail.com

# Work Experience

in a challenging and rewarding career where my need for achievement can be fulfilled

**High School**

Minhaj Ul Quran higher Secondary

**Sep-2016**

**Skil**

Computer Data Entry

Basic Admin Knowledge Capability of right decision A Quick Learner and can handle any type of work

**Al Yasmeen Trade Center -Al ain - U.A.E**

Preparation Of Purchase Order.

**FEB 2022 to Till now**

Preparation of Monthly Stock Report. Responsible for the purchase entry. Checking of stock availability and its all expiry details..

Supervising and training junior staff. Monitor the company’s industry competitors, new products and market conditions.

Pos system.

force.

Meet the target always and an excellent team worker. Focused on Offering Excellent service to the

organization

# Language

## English Urdu

Arabic (Good knowledge)

**Soft Skills**

Good Analytical Skills Problem Solving Skills. Good Presentation Skills. Quick Learner.

Excellent Organization. Effective Organization. Negotiation.

Research and analytical. Interpersonal.

Attention to deal.

### Ci t y Ma r t - GUJRAT

* Describe merchandise and explain use, operation, and care of merchandise to customers.

**FEB 2020 to OCT 2021**

* Recommending, selecting, and helping locate or obtain merchandise based on customer needs and desires.
* Computing sales prices, total purchases and receive and process cash or credit payment.
* Maintaining knowledge of current sales and promotions, policies regarding payment and exchanges,

and security practices.

* Watching for and recognize security risks and thefts, and know how to prevent or handle these situations.
* Opening and closing cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
* Extending customer service past point of sale, with tech support and assistance with product and account.