

MUHAMMAD SABIR USMAN



CONTACT

-  +971542388569
-  sabirusman31@gmail.com
-  Karachi - Pakistan

PROFESSIONAL SKILLS

- ✓ Team leadership
- ✓ Subcontractor supervision
- ✓ Problem-solving
- ✓ Communication
- ✓ Blueprint analysis
- ✓ Internet Searching
- ✓ Time management
- ✓ Multi-tasking
- ✓ Adaptability
- ✓ Construction site management
- ✓ Safety compliance enforcement
- ✓ Peach Tree Accounting Software

PERSONAL PROFILE

As a dynamic construction supervisor and operations manager, I excel in leading teams through complex projects with a focus on safety and quality. With a proven track record in optimizing operational efficiency and logistics processes, I bring a wealth of experience to the table. My role as a Retail Operation Coordinator at Edan Robe honed my skills in managing order tracking systems. I am adept at analyzing data and implementing effective solutions. Now, I am seeking a challenging role to leverage my leadership, operational, skills for organizational growth.

STRENGTHS & CAPABILITIES

- Exceptional communication skills, and concise interaction with stakeholders.
- Detail-oriented with a focus on maintaining high-quality standards throughout project.
- Skilled in analyzing and recommending process improvements to enhance efficiency.
- Ability to handle multiple tasks and prioritize workload to meet strict deadlines.
- Proactive approach to learning and adapting to new technologies and industry trends.
- Strong leadership skills, adept at supervising subcontractors to drive project success.

PROFESSIONAL EXPERIENCE

- ❖ ENCON (Site Supervisor) (April 2022 -Dec 2023)**
Job Responsibilities
 - Supervised construction sites, ensuring safety compliance.
 - Instructed and managed construction teams and subcontractors.
 - Educated workers on safety regulations and accident protocol.
 - Analyzed blueprints to meet design, safety, and budget specifications.
 - Recommended process improvements to enhance project efficiency.
 - ❖ Retail Operation Coordinator, At Edan Robe (June 2021 - March 2022)**
Job Responsibilities
 - Managed order tracking and order management system, ensuring timely fulfillment and resolving any issues between stores efficiently.
 - Acted as the primary point of contact for all Retail Operations calls, addressing queries promptly and providing exceptional customer service.
 - Processed and managed shop hospitality orders, maintaining inventory levels and ensuring seamless operations.
 - Assisted in the coordination of store openings, remodels, and renovations, contributing to successful project execution and timely completion.
 - Facilitated the procurement of store packaging by placing orders from headquarters, optimizing supply chain efficiency and supporting store operations.
 - ❖ MWI Group of Companies, At Ajman, UAE (Dec2018- April 2021)**
Job Responsibilities
 - Prepared and arranged documents for shipment clearance.
 - Processed Duty and VAT payments for consignments.
 - Arranged customs inspections as required by law.
 - Followed up with customers regarding shipment and payment clearance.
 - Maintained meticulous records for each customer.
- ## ACADEMIC QUALIFICATION
- ❖ **Bachelor of Business Administration (BBA) in Finance, 2018**
Indus University Karachi
 - ❖ **Intermediate, 2013**
Board of Intermediate Education Karachi
 - ❖ **Matriculation, 2010**
Board of Secondary Education Karachi