

# MUHAMMAD SABIR USMAN



## 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	
<ul style="list-style-type: none"><li>• Supervised construction sites, ensuring safety compliance.</li><li>• Instructed and managed construction teams and subcontractors.</li><li>• Educated workers on safety regulations and accident protocol.</li><li>• Analyzed blueprints to meet design, safety, and budget specifications.</li><li>• Recommended process improvements to enhance project efficiency.</li></ul>	
❖ Retail Operation Coordinator, At Edan Robe	(June 2021 - March 2022)
Job Responsibilities	
<ul style="list-style-type: none"><li>• Managed order tracking and order management system, ensuring timely fulfillment and resolving any issues between stores efficiently.</li><li>• Acted as the primary point of contact for all Retail Operations calls, addressing queries promptly and providing exceptional customer service.</li><li>• Processed and managed shop hospitality orders, maintaining inventory levels and ensuring seamless operations.</li><li>• Assisted in the coordination of store openings, remodels, and renovations, contributing to successful project execution and timely completion.</li><li>• Facilitated the procurement of store packaging by placing orders from headquarters, optimizing supply chain efficiency and supporting store operations.</li></ul>	
❖ MWI Group of Companies, At Ajman, UAE	(Dec2018- April 2021)
Job Responsibilities	
<ul style="list-style-type: none"><li>• Prepared and arranged documents for shipment clearance.</li><li>• Processed Duty and VAT payments for consignments.</li><li>• Arranged customs inspections as required by law.</li><li>• Followed up with customers regarding shipment and payment clearance.</li><li>• Maintained meticulous records for each customer.</li></ul>	
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	

## CONTACT

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## 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