

Aleem Bukhari

Supervisor, Manager, Cashiering, Clerical, Security, Driving

Contact

Address

Lahore, PB 54000

Phone

923414102684

E-mail

aleem.zain27@gmail.com

Skills

Decision-Making

Problem-Solving

Excellent Communication

Teamwork and Collaboration

Planning and Coordination

Teambuilding

Multitasking Abilities

Data Entry

Interpersonal Communication

Organization and Time

Management

Languages

English

Upper intermediate (B2)

Urdu

Bilingual or Proficient (C2)

Punjabi

Dynamic leader with a proven track record, adept in decision-making and problem-solving. Excelled in enhancing operational efficiency and customer satisfaction, leveraging excellent communication and teamwork skills.

Skilled in data entry and organization, consistently achieving significant improvements in team performance and service delivery. Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

Willingness to take on added responsibilities to meet team goals. Demonstrates strong analytical, communication, and teamwork skills, with proven ability to quickly adapt to new environments. Eager to contribute to team success and further develop professional skills. Brings positive attitude and commitment to continuous learning and growth.

Work History

2020-08 -

Warehouse/Store Incharge

Current

Jalal Sons Store , Factory Area Peeco Road

- Proven ability to learn quickly and adapt to new situations.
- Skilled at working independently and collaboratively in a team environment.
- Passionate about learning and committed to continual improvement.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Worked flexible hours across night, weekend, and holiday shifts.
- Paid attention to detail while completing assignments.
- Resolved problems, improved operations and provided exceptional service.
- Self-motivated, with a strong sense of personal responsibility.

2017-05 -

Operations Supervisor

2020-03

Cinepax Cinema Ltd , Model Town Link Road

- Managed daily operations for optimal performance, ensuring smooth workflows and timely completion of tasks.
- Maintained open lines of communication with upper management to provide regular updates on operational progress and challenges faced by the team.
- Developed strong relationships with key customers to better understand their requirements and tailor services accordingly.
- Developed and implemented standard operating procedures to ensure consistency in service delivery across all shifts.
- Ensured compliance with company policies, industry

regulations, safety standards, and local laws during daily operations.

- Conducted regular performance evaluations for direct reports, identifying areas for improvement and setting development goals accordingly.
- Oversaw logistics coordination for seamless transportation of goods between various departments and locations.
- Provided backup to front desk to step in to assist with various tasks whenever employee was absent or at lunch.
- Organized spaces, materials and catering support for internal and client-focused meetings.
- Improved customer satisfaction scores through application of superior conflict resolution and problem-solving skills.

2006-04 -
2017-02

Shop Supervisor

Multi Line Books Shop, Regal Chowk Hall Road

- Checked incoming orders and organized new stock.
- Trained other employees on how to operate scanners for inventory counts.
- Coordinated with vendors to negotiate favorable terms for product sourcing and delivery schedules.
- Improved store efficiency by implementing new inventory management processes.
- Developed strong team dynamics, fostering a positive work environment for all staff members.
- Collaborated with upper management to establish goals and objectives for the store's performance.
- Maintained a clean and organized shop floor, promoting an inviting atmosphere for customers.
- Spearheaded promotional events and campaigns to drive foot traffic and increase sales opportunities instore.
- Managed inventory control, cash control, and store opening and closing procedures.
- Kept orderly and accurate accounting records by monitoring sales documentation.
- Delivered excellent customer service by addressing and resolving customer inquiries and complaints.
- Optimized supply levels to keep stock within ideal parameters for expected needs.

2003-06 -
2006-03

Delivery Driver

Noor & Sons , Old Anarkali Bazar

- Completed on-time deliveries by choosing best and most efficient routes.
- Managed customer inquiries and complaints in polite and professional manner.
- Read maps, followed oral, and written instructions and used GPS technology to make deliveries.
- Operated vehicle safely in highly congested areas with no traffic violations.
- Delivered packages to customer doorsteps and business offices.
- Worked scheduled hours as required and took on available shifts during holidays and busy periods.
- Developed strong working knowledge of local traffic laws and regulations to facilitate smooth navigation on-the-job safely.
- Ensured the safety of all goods transported by securing loads properly and following best practices for handling fragile items.
- Supported warehouse operations when needed, contributing to a well-rounded understanding of company logistics processes.
- Expedited deliveries to meet customer deadlines and requirements.
- Verified accuracy of all deliveries against order forms.
- Kept detailed records of deliveries and money received from customers.
- Complied with truck driving rules as well as company policies and procedures regarding safe vehicle operations.

2001-01 -
2003-03

Office Clerk

Habib Bank Limited (HBL), Bank Square Nila Gumbad

- Provided quality clerical support through data entry, document management, email correspondence, and overseeing operation of office equipment.
- Streamlined document preparation by effectively utilizing software tools such as Microsoft Office Suite for drafting reports, presentations, and spreadsheets.
- Increased office efficiency by maintaining accurate filing systems and streamlining administrative processes.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Supported office operations by troubleshooting technical issues with computers, printers, and other equipment as needed.
- Reduced errors in data entry tasks by implementing a thorough proofreading system before submission.

- Prepared and edited documents to produce precise, accurate and professional communication.
- Reviewed files, records and other documents to obtain information to respond to requests.
- Purchased and maintained office supplies.
- Supported staff on special assignments and ad hoc projects.

Education

1999-08

Intermediate (12th Year): Economics

Private College - Lawrence Road

1997-07

Matriculation : Science Education

Green Land High School - Davis Road