CURRICULUM VITAE

Malik Qasim Ali

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CAREER OBJECTIVE:

Looking for the challenging career in good organization, I am an enthusiastic and energetic individual strengthened to take up all responsibility of the task assigned and completed with the quality expected within the target constraints.

Skills and Expertise

- Web Browsing
- Ms Office
- Basic Accounting course
- Good sense of humor
- Adaptable Attitude
- Excellent Attention to Detail
- Multi-Drop Delivery Experience
- Customer-focused
- Well presented

EDUCATION QUALIFICATION:

FSC From board of Intermediate Secondary Education
Sargodha, Pakistan

CAREER SUMMARY

January 2018- Present **Executors Group, Dubai UAE**
Operations Supervisor

- Training, Coaching and encouraging the team of technicians.
- Maintain the Store and update inventory.
- Help technicians on difficult assignments and keeping track of materials. • Direct Customers dealing in regard of sales
- Ensure all equipment functions properly.
- Submission of daily sales report to concern authority.

January 2017- December 2017 **Gloria Jean's Coffee - Islam Abad, Pakistan**
Counter Sales

- Receiving orders from customers
- Dispatch orders to production department.
- Preparation bills
- Opening the outlet timely and close checkup in sense of hygiene •
Maintain local authority safety and hygiene measures in the outlet •
Submission of daily sales report to concern authority.

2016–2017 **Nestle - Islam Abad, Pakistan**
Sales Representative

- Approach to all well known corporate customers
- Responsible for the collection and returns of goods and sales invoices acknowledgments. •
Preparation the sales reports on bi weekly, monthly, quarterly and half yearly basis •
Generate new sales accounts.

PERSONAL DETAILS:

- Date of birth : 31-12-1998

- Nationality : Pakistani

- Gender : Male

- Passport No : FB0768281

- Language known : English, Urdu, Hindi

- Hobbies : Book Reading and Movies