

# SARDAR RAZA ULLAH KHAN

**Address:**

Dubai, UAE

**Visa Status:** OWN Visa**Phone:**

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## Summary

IT professional with multiple skills and updated knowledge of technology, started carrier as a IT admin and did 2 years of experience in home country. A handful experience PRO worked in a Typing center in HOR AL ANZ and also PRO, marketing and customer service in a Supermarket as a management team member.

## Personal profiles

- **Name:** SARDAR RAZA ULLAH KHAN
- **Father Name:** MUHAMMAD HABIB
- **Date Of Birth:** 30 MAY 1992
- **Place of Birth:** Rawalpindi, Pakistan
- **Material Stats:** Single
- **Nationality:** Pakistani
- **Language:** English, Urdu, Hindi, Punjabi
- **Passport No:** EP4144032

Date of Issue: 12 OCT 2022 Date of Expire: 12 OCT 2027

## Experience

**MANAGER/CUSTOMER SERVICE – FEB 2023 – PRESENT**

**MGI SUPERMARKET LLC MUTEENA DUBAI**

- RESPONSIBLE OF COST-EFFECTIVE PURCHASING, RETURNING EXPIRIES TO THE SUPPLIERS.
- MANAGEMENT OF EMPLOYESS, MAKING SCHEDULES AND SOLVE THEIR PROBLEMS AND ENGAGE THEM TO WORK, ASSIGN ALTERNATE PERSON IN NEED.
- DOING INVENTORY MANAGEMENT, IMPLEMENTING MARKETING STRATEGIES AND MANAGING STORE BUDGET.
- HANDLE ALL OPERATIONS RELATED TO SUPERMARKET, SOLVING COMPLEX PROBLEMS RELATED TO MUNCIPALITY, AND ALL LEGAL ISSUES.
- FLYER MAKING STRATEGY, FLYER DISTRIBUTION STRATEGY IN 5 KM RADIUS AREA, ONLINE MARKETING, MID WEEK PROMO FLYER MAKING.
- DO CUSTOMER SERVICE AND TREAT CUSTOMERS IN A FRIENDLY WAY, AND TAKING FEEDBACK FROM CUSTOMERS ABOUT COST AND QUALITY, HANDLE ANGRY CUSTOMERS.
- MAKING PHOTOSHOP DESIGNS FOR ONLINE PROMOTIONS ON SOCIAL MEDIA
- STARTED DELIVERY SERVICES AND CUSTOMER SERVICE HELPLINE SERVICE.

## **PRO/MARKETING MANAGER/CUSTOMER SERVICE - May 2022 – FEB 2023**

### **ZEE SUPERMARKET LLC DEIRA DUBAI**

- MAINTAIN LEGAL DOCUMENTS UPDATION AND INSTERTION OF TRADE LICENCE ACTIVITIES
- VISA PROCESS OF STAFF
- FLYER MAKING STRATEGY, FLYER DISTRIBUTION STRATEGY IN 5 KM RADIUS AREA, ONLINE MARKETING, MID WEEK PROMO FLYER MAKING.
- DO CUSTOMER SERVICE AND TREAT CUSTOMERS IN A FRIENDLY WAY, AND TAKING FEEDBACK FROM CUSTOMERS ABOUT COST AND QUALITY, HANDLE ANGRY CUSTOMERS.
- MAKING PHOTOSHOP DESIGNS FOR ONLINE PROMOTIONS ON SOCIAL MEDIA
- MANAGEMENT OF EMPLOYESS
- STARTED DELIVERY SERVICES AND CUSTOMER SERVICE HELPLINE SERVICE AS A MANAGEMENT TEAM MEMBER.
- HANDLE CASHIER POS AND ALSO THE SERVER.

## **PRO – FEB 2022 – MAY 2022**

### **DAR AL MUSAFFAH TYPING CENTER HOR AL ANZ, DUBAI**

- MAKING RESUME AS PER REUIREMENTS.
- FOR BUSINESS SETUP MAKE TRADE LICENSE
- VISIT VISA, EMPLOYEMENT VISA PROCESS HANDLING
- ONLINE MARKETING AND MAKE ADS ON PHOTOSHOP TO PROMOTE THE COMPANY.

**KEY SKILLS: CUSTOMER SERVICE, PRO SERVICES, ONLINE AND OFFLINE MARKETING (FLYER DISTRIBUTION AND FEEDBACK), ADVERTISTMENT DESIGNING, MANAGEMENT OF STAFF, PRODUCT KNOWLEDGE, COMPLEX POS SYSTEMS AND SERVER HANDLING AS A IT PROFESSIONAL**

## **Skill Highlights**

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- |                          |                   |
|--------------------------|-------------------|
| • Project management     | • Creative design |
| • Strong decision maker  | • Innovative      |
| • Complex problem solver | • Service-focused |
| • Communicator           | • Researcher      |

## **Education**

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Masters of Science MSc: **Information Technology** - 2016

**Quaid-I-Azam University**, Islamabad, **Pakistan**

Bachelor of Science BSc: **Computer Science** – 2013

**University of the Punjab**, Lahore, **Pakistan**

Intermediate: **Pre-Engineering** – 2010

**BISE Rawalpindi, Pakistan**

Matriculation: **General Science** – 2008 **BISE**

**Rawalpindi, Pakistan**

## Hobbies

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Chess, Cricket, Watching Movies and Netflix, Traveling, Internet surfing