

SYED WAJEE UL HASSAN

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D.O.B : 19-Mar-1994

National: Pakistan

Visa status: Employment
(Till 21-Sep-2024)



Career Objective

Seeking the position of Supervisor in a growing retail store, where my proven management track record of exceeding sales and profitability targets will be replicated and even surpassed in making the store the most desirable in the region.

Professional Experience (11 Years) Receiving Clerk

Job Description:

- Ensure that safety protocols are being followed around the store.
- Maintain the auditing of all work and sales activities to ensure a smooth running of the system.
- Make sure that daily reports of all activity carry out by all staff is submitted to the retail manager.
- Stock check, study of below cost items and checking Negative stock.
- Constantly follow up the running of the entire team and sales floor by guiding against error that can lead to massive lost in profit.
- Organize out of stock items, stock updating & regularly update managers about the stock status.
- Always ensure that quality standard is administered in the delivering of services when attending to customers.
- Schedule and organize stock take, stock updating & regularly update department managers about the stock status.
- Ensure the standard of cleanliness, health and safety measures are accurately adhere to according to the policies established by the Ministry of Health and Safety.
- Liaising with external auditors and cleaning their queries.
- Monitor the changing trend of the international trade to ensure that a price of goods and commodities is well maintained.
- Constantly follow up the sanitary workers to ensure that all displayed items for sell is always neat and clean.
- Competently meet the submission of all prepared financial document that have to do with scheduling expenditures, annual budget and analyzing variances.
- Responsible for the preparing of staff schedules that has to do with organizing and distributing services.
- Coordinating with various departments in order to resolve day-to-day transaction issues.
- Conduct staff meetings, monitor local competitors and handle customer's needs.

Currently Working:

- Working as a Receiving Clerk in **Grandiose Supermarket L.L.C** Dubai Marina since Aug 2020 at present.



Work Experience:

- Worked as a Store supervisor in **AL MAYA GROUP OF COMPANY**, DUBAI Marina since **Jan 2017 to Aug 2020**.
- Worked as a Store Keeper in **AL MAYA GROUP OF COMPANY**, DUBAI Marina Since **Sep 2014 to Dec 2016**.
- Worked as a Store Keeper in **Pepsi Multi National Com.** in Pakistan **Jan 2010 to July 2013**.



Professional Qualification:

- **Basic Hygiene** Certificate from Goodwill Consultant, (**DUBAI**).
- **Personal In charge** Certificate from Goodwill Consultant, (**DUBAI**).
- **Fire Fighting** Certificate from Safer Fire Safety Consultancy, (**DUBAI**).

Academic Qualification:

- High School from BISE Lahore board Pakistan **2009**.
- Intermediate in COMMERANCE from BISE Lahore board Pakistan **2011**.
- Pursuing B.COM.

Computer Tools:

- MS Word, MS Excel, Power Point (**Excellent**).
- Outlook (Business Writing)
- Oracle JD Edwards EnterpriseOne
- Microsoft Dynamics NAV