

Muhammad Rameez

Deira , Dubai.

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Date Of Birth: 15-May-1986

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OBJECTIVE:

A very hard working and enthusiastic candidate with extensive experience in Office management, Project management, administration, accounting, and customer dealing. Looking for an opportunity in a sophisticated organization where I can utilize my experience and expertise to contribute to the growth of the organization.

PERSONAL DATA:

Marital Status: Married

Language Competency: Urdu, English, Memon

Nationality : Pakistan

ACADEMIC EDUCATION:

COMPUTER SKILLS

1. MS Office
2. Software Installation and handling all tasks
3. MS Windows
4. Basics of programming language VB.Net

EDUCATION

B. Com Part 1 Karachi University 2006

HSC(Intermediate) National College 2005

SSC (Matriculation) Happy Home School 2003

EXPERIENCE:

Sales Repesantative At Brands4u – Dubai Festival City Mall (Dubai)- August 2024

- Keeping track of stock levels for perfumes.
- Reordering products as necessary to maintain optimal inventory levels.
- Engaging with customers to understand their needs and preferences.
- Providing information and recommendations on different perfumes to help customers make informed choices.
- Handling customer inquiries and resolving any issues to enhance their shopping experience.
- Managing Billing and cash and ensuring correct change is given.

E-Commerce Executive (Pakistan)- June 2023 to July 2024

- Maintaining accurate records of website sales (Shopify)
- Updating product information and staying in communication with vendors for current inventory
- Overseeing social media accounts and developing marketing plans with the team
- Managing order fulfillment and delivery tasks
- Tracking delivery status, coordinating with couriers and payments, handling claims returns and clients.

Admin Officer (Pakistan)

XATS (Saudi Base Outsource Company) - July 2022 to May 2023

- Responsible for managing all office-related tasks such as hardware, accessories, and computer equipment
- Handling of all admin related tasks , fillings and billings
- Making arrangements for any urgent requirements or routine things for office related running tasks includes managing Bank related letters or legal documentations etc.

E-Commerce Executive (Pakistan)

N4U(Online Selling House) - June 2018 to July 2022

- Keeping track of all Sales on website
- Managing all fullfilling of orders and delivery related tasks
- Uploading and maintaining product details pricing , sales , on website
- Handling and keep upto date status for deliveries , coordination with couriers and with clients.

E-Commerce Executive-(Part Time) 2015 - 2018

- Maintaining accurate records of sales through social media and whatsapp
- Updating product information and staying in communication with vendors for current inventory
- Overseeing social media accounts and developing marketing plans with the team
- Managing order fulfillment and delivery tasks
- Tracking delivery status, coordinating with couriers and clients.

Office Manager (Pakistan)

Jeddah Soft (Software House) - January 2014 to May 2020

- Setup the entire office space for the company.
- Purchased all required office equipment and supplies.
- Handled the hiring process by arranging CVs and interview with the head office and negotiating salary packages.

- Managed and handled all daily operational matters including, staff administration, purchasing and arranging supplies, utilities, and expenses.
- Handled assigned projects by distributing tasks among the team and managed to finalize the assignment within the deadline.
- Managed monthly salaries payout by cash and bank transfers.
- Handled office petty cash and maintain expense reports on MS Excel.
- Submit monthly cash flow reporting to the head office.

Accounts Officer (Pakistan)

Quality Aviation (Travel Agency) - February 2009 to December 2013

- Performed reconciliation of daily sales report
- Creating periodic (15days cycle) airline sales report.
- Creating expense vouchers in the system (Oracle based system).
- Creating receipt vouchers in the system.
- Responsible for cash and bank handling matters on daily basis.
- Preparing and submitting weekly branch sales report and cash report to Head office.
- Also looking after the customer and sales handling for the branch.

Data Entry & Office Assistant (Pakistan)

Aero Asia (Airline) - July 2006 to January 2009

- Responsible for to feed air ticket back log data in the system.
- Performed after Bank reconciliation and Agent's sales reconciliation.