



MUHAMMAD SABIR

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OBJECTIVE

I want to secure a responsible career opportunity to fully utilize my knowledge trainings and skills, while making a significant contribution to the success of the organization.

SKILLS

- Effective Interpersonal skills
- Time Management - Team work
- Good Presentation Skills
- Strong Communication skill
- Effective Conceptual skills
- Subject Development

LANGUAGE

- Urdu & English

SOFTWARE SKILLS

Peach Tree Accounting Software
Microsoft Office
Internet Searching
Basic Computer Information

EXPERIENCE

ENCON

(April 2022 - Dec 2023)

Supervisor

- ✓ Inspecting construction sites regularly to identify and eliminate potential safety hazards.
- ✓ Supervising and instructing the construction team as well as subcontractors.
- ✓ Educating site workers on construction safety regulations and accident protocol.
- ✓ Enforcing site safety rules to minimize work-related accidents and injuries.
- ✓ Handling site accidents in accordance with established accident protocol.
- ✓ Maintaining an accurate record of construction employee attendance.
- ✓ Evaluating the performance of construction employees and instituting disciplinary measures as needed.
- ✓ Analyzing blueprints to ensure that construction projects meet design, safety, and budget specification
- ✓ Recommending changes to construction operations or procedures to increase efficiency.

Retail Operation Coordinator at Edan Robe (June 2021 March 2022)

- ✓ Coordinate order tracking and order management provide issue resolution between stores
- ✓ Answer all Retail Operations calls and deal with any queries as appropriate
- ✓ Process and manage shop hospitality orders
- ✓ Inventory update
- ✓ Assist with store & shop openings, remodels and renovations
- ✓ Place orders for store packaging from headquarters

MWI Group of Companies, Ajman, UAE.

(Dec 2018 - April 2021)

Operation Assistant & Clearing Agent

- ✓ Making and arranging documents for shipment clearing from customs.
- ✓ Check and process Duty and VAT payments as applicable for any consignment or cargo due for custom clearance.
- ✓ Arrange for customs inspections as required for each cargo type under section by law.
- ✓ Follow Up with Customers regarding Shipment and payment clearance.
- ✓ Maintain records for each customer separately.

EDUCATION

2018	Indus University Karachi BBA Finance
2013	BISE Karachi Intermediate
2010	BISE Karachi Matriculation