

# SHERIYAR WAHEED

+971 562028587

[Sheriyarwaheed349@gmail.com](mailto:Sheriyarwaheed349@gmail.com)



Responsible for managing and developing a team of Administrative Staff to provide consistent, efficient, responsive, customer-oriented specialist service to an internal customer base. Establish and prioritize department policies, processes and procedures into discrete tasks with clear accountabilities. Ensure delivery of department and corporate requirements in liaison with internal and related functions

## Experience

### **RANA KALEEM DELIVERY SERVICES L.L.C, Dubai-UAE**

#### **scanner team**

01/07/2023 - 30/09/2023

- Scan groceries and pharmacy stocks at the provided market area.
- Type descriptions of items with hand hold scanner at a fast and safe manner.
- Coordinate with a manager regarding any issues.
- Submit a daily stock report to the provided mail address.
- Answering questions regarding scanner services.

### **Surmawala, Multan Pakistan**

#### **Coordinator assistant**

05/2022 – 06/2023

- Managed filing systems for electronic and hard copy documents to keep organized records regarding stocks.
- Inventoried and ordered office supplies to maintain the availability of products. □ Handled incoming and outgoing shipping and receiving activities.
- Tracked records, filed documents and maintained communication between clients to manage office activities.

### **Taj Electronics, Multan Pakistan**

#### **Coordinator Assistant**

07/2021- 04/2022

- Reviewing all new products, systems, or processes to ensure compliance. □ Managing the Vendor coverage areas and keeping it updated frequently □ Responsible for Riders support in alignment with different stakeholders □ Conducting ad hoc investigations into identified and reported risks.
- Handling for cases directed from the offline support
- Working on the Logistics coverage borders

### **Grand Star Hotel, Multan Pakistan**

#### **Receptionist**

02/2020 – 07/2021

- Greeting visitors.
- Helping them navigate through an office, and supplying them with refreshments as they wait.
- Maintain calendars for appointments, sort mail, make copies, and plan travel arrangements.
- Answers staff questions about refreshments, guests waiting etc.
- Facilitate end-of-shift procedures for clerks and cashiers

- Results-oriented
- Customer Service
- Business development
- Effective marketing
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

## Education

Bachelor Of Arts - 2022

BZU Univeristy, Multan PK

## Personal Information

- Nationality: Pakistan
- Marital Status: Single
- Date of Birth: 06 Oct 2002
- Gender: Male
- Visa Status: Own Visa

## Language

- English
- Urdu