

Syed Junaid Javaid

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Visa Status: Employment



CAREER OBJECTIVE:

To obtain a job within my chosen field that will challenge and allow me to use my education, skills and previous experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

PROFESSIONAL SUMMARY:

- Passionate about Store Purchasing, maintenance, and willing to learn more about it. To enhance my knowledge in that field and build my career which develops my skill.
- Ability to work under pressure and enjoy the same and expertise to become knowledgeable on any issue and carry out the same effectively and efficiently, zeal to work and produce better results and having good communication skills and good team leader.
- Perfect understanding of the store concepts with extra ordinary ability to apply them in a varied manner.
- Highly Enthusiastic and Energetic personality, carrying positive attitude towards the personal and professional life.
- Can handle high-pressure environments with ease and open mind and,, also a good team player.

CORE COMPETENCIES

- Ability to work under pressure and complete tasks within deadlines
- High Degree of Initiative, Listening Skills, Team player
- Analytical and people-oriented
- Good communication and inter-personal skills
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PROFESSIONAL WORK EXPERIENCE:



: Organization: **AUTO AK7**

Tenure: **AUGUST-2023 – PRESENTLY**

Designations: **Storekeeper:**

Responsibilities:

- Keep good record of projects and always keep stock of necessities.
- Regularly inquire about the status of work and make sure to supply all parts and items in time for flawless teamwork.
- Prepares purchase orders by verifying specifications and price.
- Manage good relationship & coordination with technician, to provide best atmosphere to work in.
- Receiving requisitioning from technician /mechanic. Obtaining approval from authorized department

- Good skills in **CORAL, MASS & ORBITS**, software.
- Establish good relations with suppliers and keep follow-up regarding inquiries.
- Always make sure to stay in budget provided by senior and try to get best of best within.
- Petty Cash handling.
- Dealing with different vehicles and different brands like (*MERCEDES, ROLLS ROYCE, LAMBORGHINI, FERRARI* etc.)
- Performing monthly or yearly stock checking.



Organization: AJ INDUSTRIES

Tenure: DEC 2020 – MAY 2023 **Designations:** Store Keeper:

Responsibilities:

- Prepares purchase orders by verifying specifications and price.
- Manage good relationship with technician, to provide best atmosphere to work in.
- Receiving requisitioning from technician /mechanic. Obtaining approval from requisitioning department
- Good skills on **CORAL & ORBITS**, software.
- Measure and manage - supplier (service provider, agencies etc.) performance relative contracted service levels.

- Identify and execute opportunities for savings through sourcing activity.
- Petty Cash handling.
- Ability to make decisions under pressure.
- Dealing with different vehicles and different brands like Komatsu, Caterpillar , Volvo , Mercedes etc.,
- Experienced in performing monthly stock checking at the end of every month.

Organization: **Dynamic Sports Dubai**

Tenure: **Aug 2018 –2020** **Designations:** **Junior Assistant Manager**



Responsibilities:

- Supervise and motivate staff to perform their best
- Assist the Retail Store Manager in planning and implementing strategies to attract customers
- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Track the progress of weekly, monthly, quarterly and annual objectives
- Monitor and maintain store inventory
- Evaluate employee performance and identify hiring and training needs
- Act as our store's representative and set an example for our staff
- Make sure all employees adhere to company's policies and guidelines
- Handle complaints from customers
- Communicate with clients and evaluate their needs

Organization: **Dynamic Sports Dubai**

Tenure: **Dec 2017 – Aug 2018**

Designations: **Store Supervisor**



Responsibilities:

- Organize and coordinate sales representatives' schedules.
- Train new sales representative.
- Supervise sales representatives and assistants
- Work with sales team when closing sales
- Meet all sales quotas and goals
- Assist sales representatives and team to meet and exceed goals
- Receive and report on all sales leads.

Organization: Dynamic Sports Dubai
Tenure: Feb 2017 – Dec 2017
Designations: Sales Executive



Responsibilities:

- Welcome all costumers with passion and big smile
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain Head-office's policies and procedures.
- Caring for all team members and colleagues.
- Provide general support to customers and clients
- Act as the point of contact for internal and external costumer/clients
- Liaise with executive and senior administrative assistants to handle request And queries.

Organization: Levi's at mall of Lahore (PAKISTAN)
Tenure: 2013 To 2016
Designations: Sales Leader



Responsibilities:

- Direct costumers to the appropriate rack.
- Answer, screen and forward incoming phone calls
- Ensure store area is tidy and presentable, with all necessary materials.
- Provide basic and accurate information in-person and via phone or email
- Receive, sort and distribute daily mail/deliveries
- Maintain Out-let security by following safety procedures and controlling Access • Update stocks and costumers' requirements.
- Perform other clerical receptionist duties such as filing, photocopying, Transcribing and faxing

ACADEMIC EDUCATION:

EXAMINING BODY:

Bachelor of Arts (B.A)

GED, 12th grade

SSC 10th grade

COMMUNICATION AND INTERPERSONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative skills.
- Problem solving, interpersonal and negotiation skills.
- Able to work independently or in a team to deal effectively with educators & employees.
- Ability to manage multiple projects with minimal supervision.
- Have a good level command over English and Urdu Languages.
- Attention to detail and high level of accuracy

PERSONAL INFORMATION:

Date of Birth : 15 April 1997 **Religion** : Islam **Marital Status** : Married

