

SHOAIB MOHAMMAD KHAN DURRANI

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Nationality : Pakistani
Place : Karachi
N.I.C. No. : 42101-0519284-1
Marital Status : Married
Language : English / Urdu

Objectives:

To become a part of highly professional company, in which I can utilize my skills, knowledge and 11 years' experience for the development and growth of the company.

Working Abilities:

- Excellent knowledge of Administration, Accounts, Purchasing, Sales & Bank Dealings.
- Possess strong analytical and problem solving skills.
- Excellent verbal communications & strong listening skills.
- Detailed Documentation and record keeping.
- Experience in client interaction, management and support.
- Confident, productive and efficient in working environment, working independently or in teams.
- Self-motivated, energetic, resilient, mature, focused, persistent & results oriented.
- Flexible to work in dynamic environment with willingness to learn a new concept and technique.

Computer Skills:

- Experienced in Microsoft windows XP, Vista and windows 7 .
- Expert in Internet & Emailing.
- Fully conversant in use of Microsoft Office (Word, Excel, Power Point).
- Trained on business machines for inventory control & Sales/Marketing data collection.

Work Experience:

Year : May 2019 – Dec 2019
Company Name : JS Bank
Company Address : Shaheen Complex, I.I. Chundrigarh Road, Karachi
Designation : Filling Officer

Job Responsibilities:

Check incoming paperwork (correspondence, invoices etc.) and make copies before distributing. Sort all papers alphabetically and according to content, dates, significance etc. Create or update records with new files and information Store all paperwork in designated places securing the important documents.
Enter paperwork into an electronic system either by data entry or by using optical scanners. Deal with all requests to access files and keep logs of borrowed papers
Develop an efficient filing system to make updating and retrieving files easier. Monitor inventory of files, paper clips etc. and report shortages.

Year : July 2017 – Feb 2019
Company Name : Flemish Fine Dine Restaurant
Company Address : Clifton, Karachi
Designation : Shift Manager

Job Responsibilities:

Manage front desk and dealing with customer and resolve their problems.

Year : Dec 2015– Jun 2017
Company Name : Hakka Chine
Company Address : Hyper Star Mall, Clifton, Karachi
Designation : Shift Manager

Job Responsibilities :

Delegate tasks to restaurant staff and supervise their performance. Maintain a fully-stocked inventory and order food supplies, as needed. Manage dining reservations
Arrange to have shifts covered (e.g. when employees take time off). Help staff resolve on-the-job challenges.
Balance the cash register at the end of the shift. Coordinate with suppliers as they deliver food product orders.
Ensure client satisfaction and gracefully handle any complaints. Open or close the restaurant Inform the next Shift and Report maintenance and training needs.

Year : Jan 2014 – Jun 2015
Company Name : Ozone Solution
Company Address : Fakhri Trade Centre, Paper Market, Karachi
Designation : Transmission Scanner

Job Responsibilities :

The key task in a job as a media monitor is to scan newspapers, television, radio and the Internet for news items. These stories can be about a specific event, such as an election, or can pertain to the company employing the media monitor.

Year : Jan 2013- Dec 2013
Company Name : Nando's
Company Address : Shawn Circle, Clifton, Karachi
Designation : Shift Supervisor

Job Responsibilities :

To manage the shift and all direct staff. To ensure the smooth running of the production process. To ensure that all products are produced to the specified specifications. Target and deadlines are met to achieve the orders. To ensure that all direct staff comply with the company's Health and Safety procedures.

Year : Jan 2010- Dec 2012
Organization : 14th Street Pizza
Address : Defence Khayaban-e-Nishat, Karachi
Designation : Shift Supervisor

Job Responsibilities :

To manage the shift and all direct staff. To ensure the smooth running of the production process. To ensure that all products are produced to the specified specifications. Target and deadlines are met to achieve the orders. To ensure that all direct staff comply with the company's Health and Safety procedures.

Year : Jan 2007- Dec 2009
Business Name : Pizza Hutt
Business Address : Board Office North Nazimabad, Karachi
Designation : Cashier

Job Responsibilities :

Manage transactions with customers using cash registers, Scan goods and ensure pricing is accurate, Collect payments whether in cash or credit. Issue receipts, refunds, change or tickets. Greet customers when entering or leaving the store. Track transactions on balance sheets and report any discrepancies.

Academic Qualification:

- Enrolled in Intermediate (Commerce) from Karachi Board.
- Matriculation (Science) from Karachi Board.

Reference:

References available upon request.