

Muhammad Daniyal Sharif

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OBJECTIVE:-

A Technical professional who is aspiring to achieve a challenging position in a dynamic corporative environment.

Extremely hardworking, enthusiastic, dependable and through in working. Ability of working as an individual, and as a team player. Able to do brain storming, share different ideas and strongly ready to travel anywhere in world.

EDUCATION:-

Degree / Certificate	Institution/University	Year Passing
B.COM	Karachi University.	Appeared
D.A.E	Government College of Technology Jamia Millia Karachi	2010
Matriculation (G.Science)	Govt polytechnic jamia School. S.B.T.E Karachi	2007
Graphic Designing Diploma	Aptech worldwide Pakistan	2010

WORKING EXPIERENCE:-

COMPANY: **DELTA POWER (Generators Sales Services)**

POSITION *Service Coordinator*
PERIOD. From Jan 2014 to Nov 2014

Scope of Work:

- Ø Handle Maintenance & Service Depart..
- Ø Rising of Warranty of Briggs & Stratton, Promax, OES Power, Panda, Kohler, Perkins, and Denyo & Yamaha.
- Ø Submitting of Tracking form after raising warranty.
- Ø Coordination with customer for Routine / Weekly & Monthly Service.
- Ø Taking customer feedback after services.
- Ø Preparing Internal Parts Request.
- Ø Preparing purchase requisition & Purchase Order.
- Ø Coordinating for availability of parts with Parts Department
- Ø Maintaining and filling of FSR, warranty form etc.
- Ø Attend Business Meeting.

- Ø Create a Quotations & Deal the Clients.
- Ø Manage the Unit Installation Team.
- Ø Visit the Sites & Check the site progress.

WORKING EXPERIENCE:-

COMPANY: **TAMIMI MARKETS (SUPER STORE RETAIL**
SAUDIA ARABIA)

POSITION *Scan Coordinator*
PERIOD. From Oct 2015 to Oct 2017

Scope of Work:

- Provides prompt and friendly customer service and maintains a positive work environment.
- Checks for any price updates from the corporate office, verifies, and changes as needed.
- Monitors sales events for accuracy in scanning and signage; maintains current knowledge of weekly ad items and ensures pricing integrity.
- Performs scan audits according to schedule.
- Ensures and maintains compliance with company and governmental regulations and COOL compliance.
- Maintains clean and organized scan office.
- Check dates of all sales price tags to determine the accuracy of prices.
- Conducts a total sign program that informs the customers of our pricing integrity, quickly and accurately making signs as needed.
- Verifies weekly ad and promotional price accuracy
- Researches discrepancies and notifies Help Desk with pricing exceptions
- Acts as liaison with Help Desk for computer or register related issues.
- Verifies new items for price accuracy and "not on files."
- Promotes 100% scan accuracy program.
- Works closely with front end cashiers and supervisors regarding scan accuracy.
- Distributes discontinued sheets and upcoming specials to appropriate personnel.
- Establishes and maintains communication between Grocery Clerks and Scanning Coordinator for a smooth transition of products being delivered.
- Represents the store to sales representatives and vendors in a positive and professional manner.
- Informs management of any problem areas in pricing or signs throughout the store.
- Other related duties as assigned.

COMPUTER SKILLS:-

- Ø Ms Office
- Ø Computer Hardware and Software.
- Ø Web Browsing.
- Ø Windows Xp
- Ø Tally
- Ø Graphic Designing Diploma

KEY SKILLS:-

- Ø Communication : Possess good written and oral communication skills in English,

Urdu.

- Ø Adaptability : Able to work in individually as well as teamwork.
- Ø Efficiency : Can gather, analyze and present information to meet deadlines.
- Ø Problem Solving: Can think quickly and creatively to give quality solutions.
- Ø Dedication : Strive for quality work with devotion and enjoy learning new skills.
- Ø Documentation: Proficient in Documentation.
- Ø Presentation: Capable in delivering good presentations.

AVOCATIONS:-

- Ø Reading periodicals etc, regarding topics on latest tools and technologies.
- Ø Keen interest in studying the environment and Related field's Books
- Ø Reading the latest Books & News Papers

PERSONAL DATA:-

Father's name	Mr. Muhammad Sharif Qureshi
Nationality	Pakistani
Location	Karachi
Religion	Islam
Marital Status	Single

REFERENCES:-

Expected salary: SR, 2k/Month
 Expected Dept.: Accounts, Finance, Bookkeeping

References will be furnished on request.