



# MOHAMMAD JIBRAN

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## CARRER OBJECTIVE

Dedicated Incharge and supervisor, any suitable etc. looking for an opportunity to work for reputable company where my skills and experience will be of value.

## WORK EXPERIENCE

### Sales supervisor

**J.A TRADERS- Pakistan**

**Aug2020 -April 2023**

- Training to the staff and motivate them.
- Strong background in floor-sales & outdoor.
- Making daily sales report and analyzing the sales of the store.
- Consistently high-ranking sales performance.
- Assisting in making sales plans increase sales.
- Able to change my selling style according to the product nature.
- Making new members/ Visiting the stores regularly and staff feedback.
- etc.

## WORK EXPERIENCE

### Shift Incharge

**Circle K- Dubai**

**Sept 2013 – March 2020**

- Making a New Members.
- Customer service.
- Making daily purchasing order(**Micro Soft Dynamics**)
- Making daily wastage report and return report (**Micro soft dynamics** )
- Looking after sales promotions.
- Merchandising.
- Managing product display & stock room.
- Responsible for store.
- Responsible FIFO & LIFO.
- Responsible for customer service complaints.
- Responsible for daily sales and achieving month to end sale.
- etc.

## WORK EXPERIENCE

### Recovery Officer / Operation Assistant

**Beep Guard (Pvt) (LTD) - Pakistan**

**January 2009 – March 2013**

- Checking Guard Activities.
- Recovery of Cheque and Forwarding Bills.
- Responsible to Direct the Schedule of Guard.
- Responsible for customer service complaints.
- Prepare & File Form & other Documents.
- Mass Fax & Email.
- Enrolment of Guard.
- Responsible for store.
- etc.

## PERSONAL DETAILS

Driving license	UAE (Automatic)
Date of Birth	22 <sup>nd</sup> June, 1982
Nationality	Pakistani
Passport NO:	AD8029013
Language's known	English & Urdu
Marital Status	Married

## EDUCATION

- **CERTIFICATE OF UAE**  
Basic Food Hygiene
- **CERTIFICATE OF PAKISTAN**  
D.Com - Sindh Board of Technical Education  
Matriculation - Karachi Board.
- **I.T. SKILLS**  
Good Command on **Microsoft Office**, **Microsoft Dynamic**, Photo Scape and Networking.

## INTERESTS AND ACTIVITIES

- Cricket, Reading, Music, Body Building and Web Surfing.

## REFERENCE

- Will be furnished upon request.