** MUHAMMAD SHAKEEL KHAN**

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**Dubai.United Arab Emirates**

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| ***OBJECTIVE*** |

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| To find a suitable position that will allow me to help a progressive organization meet and exceed its growing and constant challenges. |
| *SCHOLASTICS* |
| ***DEGREE/CERTIFICATE*** | ***INSTITUTE*** | ***PERCENTAge*** |
|  **INTERMEDIATE** **(D.A.E ELECTRICAL)** | Swedish Institute of Technology Multan (2010) | 1st div |
| **Matriculation****(Science)** |  GOVT.HIGHER SECONDRY SCHOOL TULAMBA(2005) | 2ND Div. |
| *Work Experience* |
| **July 2019** **To****June 2023** | **Work as a "Senior SalesMan"at Raza SupaerMarket Main cahnnu.** **JOB DUTIES:*** **Keep store clean, organized, and stocked with merchandise according to merchandising requirements and business operating plan.**
* **Administer payroll and payroll deductions.**
* **Settle merchandise purchases, including special orders. Receive, store, and distribute merchandise.**
* **Keeping a record of sales and restocking the store accordingly.**
* **Managing and training store staff. Planning promotional campaigns for new products or specials.**
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| **Nov 2017****To****30 june 2019** | **Work as “SUPERVISOR” in Ch.shahab ud din contrector chichawatni sahiwal.** **Responsibilities*** **Set goals for performance and deadlines in ways that comply with company’s plans and vision and communicate them to subordinates.**
* **Organize workflow and ensure that employees understand their duties or delegated tasks.**
* **Monitor employee productivity and provide constructive feedback and coaching.**
* **Receive complaints and resolve problems.**
* **Maintain timekeeping and personnel records.**
* **Pass on information from upper management to employees and vice versa.**
* **Prepare and submit performance reports.**
* **Decide on reward and promotion based on performance.**
* **Hire and train new employees.**
* **Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises.**
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| **July 2016****TO****OCT 2017** | **WORK AS "WAREHOUSE INCHARGE"IN PHOENIX WORLDWIDE MOVERS DUBAI UAE....** **JOB DUTIES AND RESPONSIBILITY:** * **Process, package and ship orders accurately.**
* **Organize stocks and maintain inventory.**
* **Inspect products for defects and damages. Examine ingoing and outgoing shipments.**
* **Organize warehouse space. Receive, unload and place incoming inventory items appropriately.**
* **Check, verify and fill customer invoices.**
* **Abide by all company safety and hygiene regulations.**
* **Contribute ideas on ways to improve or optimize warehousing procedures. Keep warehouse clean and organised daily.**
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| **MAR,2009 TO NOV,2015** | * **Work As "Salesman" in Service Shoes Corporation Multan.**

 **Job Duties And Responsibilities:*** **Providing customers with product knowledge regarding styles and materials used in various models of shoes.**
* **Laying out shoes on shelves or tables according to size or style type.**
* **Recommending styles and brands based on the customer’s preferences and needs.**
* **Explaining how to care for shoes to ensure that they last a long time.**
* **Providing information about new products or promotions to existing customers.**
* **Suggesting new styles that may be popular with customers based on their preferences.**
* **Helping customers choose the right pair of shoes for their needs such as for work or for leisure activities.**
* **Demonstrating how to walk in different styles of shoes to help customers determine which pair will be most comfortable.**
* **Selling accessories such as socks, shoe polish, and insoles to customers who purchase shoes from the store.**
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| *PERSONALS* |
|  **ID#** | 36104-2347903-3 |
| **Passport No:** | Zw4119033 |
|  **Father’s Name** | MUHAMMAD KHALEEL KHAN |
| **D.O.B** | 15-04-1990 |
| **Nationality**  | Pakistani |
| **Languages** | English, Urdu |

* REFERENCES will be provided on demand.