** 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.** | | |
| **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.** | | |
| **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.** | | |
| **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.** | | |
| *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.