** MUHAMMAD SHAKEEL KHAN**

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**Cell# +971504917573**

**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 electrical 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 "StoreKeeper 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,2011 TO NOV,2012** | * **WORKING IN FAMOUS MINTA JUICES MULTAN AS A TETRA PAK FILLING MACHINE OPERATOR.** * **OPERATE THE MACHINE TBA19.10V AND TBA19.30V.** * **TROUBLESHOOTING FAULT FINDING AND MAINTENANCE.** * **OPERATE AND MAINTENANCE OF STRAW APPLICATOR.** | | |
| *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.