** MUHAMMAD SHAKEEL KHAN**

**Email:shakeel03006872161@gmail. com**

**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.**
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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,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.**
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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.