



MUHAMMAD SAQIB

A commercially minded MBA with gold medal distinction, bearing on field four and half years of diverse experience at fast paced MNCs. Skilled at cash handling, book keeping, safe deposits, running daily revenue operations, customer services, targets oriented and marketing/digital marketing expert, looking for an opportunity to share my knowledge, skills, and explore new opportunities for career growth.

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Pakistan
AK 5339742
Sales Manager Visa (ABU DHABI)
Male
05-01-1995
English, Urdu, Hindi, Pushto, Arabic
Khalifa A City, Abu Dhabi

EDUCATION

Master of Business Administration

Institute of Management Sciences Peshawar, Pakistan
12/2015 – 8/2019
CGPA: 3.87/4.0 **GOLD MEDALIST**

Thesis Marketing

Consumer's attitude towards Viral Marketing
2019

Bachelor of Arts (BA Arts)

University of Peshawar, Pakistan
8/2013 – 10/2015

HSSCE Pre-Medicals

Oxford Group of colleges FR Kohat Pakistan
5/2011 – 6/2013

SOFTWARE SKILLS

- MISIS (ERP for HBL)
- IIKO
- FOODICS 5
- Enterprise resource Planning
- Product Cost Analysis (PCA)
- Business Intelligence
- Daily Reports (Book keeping)
- Gantt Project
- MS Office (Word, Excel, Power Point)
- Basic of Computer

EXPERIENCE

RESTAURANT SALES MANAGER

PAPERIZZA Abu Dhabi, United Arab Emirates
4/2023 – Present

- Training and managing the FOH team to achieve growth and hit sales targets
- Building customer relationship, by getting guests' feedback during dinning and via social media including, google website, WhatsApp, & Instagram.
- Own recruiting, objectives setting, coaching and performance monitoring of all staff.
- Present sales, revenue and expenses reports and realistic forecasts to the upper management
- Developing menu meals, deals, and offers according to sales conditions.
- Controlling food cost through wastage control, breakage and spoilage control and practice of SOPs.

MENA CERTIFICATIONS by YUM

- Cash Handling
- Leading A Restaurant 2
- Leading A Restaurant 1
- Leading A Shift
- Basic Team Member

CERTIFICATIONS & AWARD

- Distinction Certificate
- Zero Discrimination
- Winner of Business Idea Competition
- Basketball Player
- Sports Gala Organizer
- Volleyball Games Winner

ATTRIBUTES

- Resilient
- High Achiever
- Handling Pressure
- Customer Handling
- Positive Attitude
- Leadership
- Team Player

CAFÉ MANAGER

BLENDED CAFÉ Abu Dhabi, United Arab Emirates

1/2022 – 3/2023

- Monitoring daily operation including FOH and BOH
- Assuring 100% customer satisfaction and maximizing profitability with quality food and FOH team's understanding of menu, quality services, practice of upselling, cross and suggestive selling.
- Issuing Petty cash to cashier on weekly base, reporting daily expenses.
- Practicing efficient and effective order cycle with the help of maintained recorded data, like projections, order placement, receiving and evaluating items, returning the required dispatching.
- Maintaining daily reports including sale reports, petty cash and expenses reports, daily and monthly food costing and inventory etc.
- Developed and practicing SOPs for waiters and BOH staff
- A special focus on food safety, and standard of food to ensure quality

CASHIER / TELLER

HABIB BANK LIMITED (HBL) PESHAWAR, PAKISTAN

1/2019 – 12/2021

- Managed and execute routine teller transactions including cashing checks, receiving cash payments, making deposits, withdrawals, and transfers.
- Maintained high service standards and optimum level of customer satisfaction.
- Storing the cash in a valet/Safe until it is deposited to area branch.
- Report preparing for deposits to National/Main Branch or designated deposit drop location.
- Submission of accounting information through the e-Deposit system (MISIS)
- Report suspicious transaction to branch manager to ensure timely escalation