



# ZOHAIB TOUSEEF CHUGHTAI

Dubai, UAE

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## Objective

“To be a part of an organization where I could use and enhance my knowledge and talent for the development of the organization and myself both personally & professionally”

## Skills

- Time Management
- Problem Solving
- Management Skills
- Leadership
- Interpersonal Skills
- Customer Service
- Computer Skills
- Communication
- Active Listening

## Academic History

- Content Marketing & Advertising  
**2023**
- Masters in Commerce. B.com  
(HONS) Marketing **2018**  
(University of the Punjab)

## CAREER HISTORY

### **Lavisan Goods Wholesalers Co LLC Dubai UAE**

**October 2023 to till Date**

#### **Role & Responsibilities**

- Engaged with customers in a sincere and friendly manner.
- Recommended merchandise to customers based on their needs and performance
- Responded to customer question and requests in a prompt and efficient manner.
- Worked towards the successful achievement of financial target.
- Contacted other store locations to demine merchandise availability
- Built relationships with customers to increase like hood of repeat business
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.

### **Ravi Exchange Company Limited - July 2022 to August 2023**

#### **Role & Responsibilities**

- Answer customer's questions, and provide information on procedures or policies.
- Maintain awareness of fake currency notes, both local and foreign.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Must have adequate speed in cash counting and recognizing fake currency.
- Tabulate bills using calculators and cash registers.
- Issue receipts or change due to customers.
- Sort and count currency and coins.
- Carefully and accurately handle currency deposit and withdrawals from banks.
- Calculate totals, received and paid during a time period, and reconcile this with total Transactions.
- Obtain confirmation by the concerned officer for every inward/outward remittance dealing.
- Arrange and withdraw the cash from bank for other branches.
- Guide the safest route for cash van to move cash.
- Guide and lead my juniors about work.
- Take responsibilities of branch manager in his absence

**Academic History**

- Intermediate (BISE  
Gujranwala, Pakistan)  
**2014**
- Matriculation (BISE  
Gujranwala, Pakistan)  
**2010**

**Technical Qualification &  
Computer Skill**

- MS Office (Word, Excel)
- QuickBooks Accounting  
Software
- Peachtree Accounting Software
- Tally Accounting Software
- Completed Computer Typing  
Course
- Assembling Computer
- Canva

**Languages Known**

Fluent in Urdu, English, Punjabi

**Personal Details**

Nationality: Pakistani  
Gender: Male  
Date of Birth: 14 August, 1994  
Religion: Islam  
Marital Status: Single  
Visa Status : Employment

**Chaayé Chobara - October 2018 to June 2022**

**Role & Responsibilities**

- Hired, trained, and coached staff members on customer service skills, food & beverage knowledge, health & safety standards in preparation for the Grand opening of Restaurant.
- Handling of General Ledger, Cash & Bank Book.
- Payroll.
- Controlling of Receivables & Payables.
- Recording & Classifying of accounts.
- Reduced variable costs through tighter controls on overtime

**Bank Alfalah Ltd. - July 2017 to August 2017**

**Role & Responsibilities**

- Hold Meetings with clients seeking Financing for their Potential Projects.
- Provide information to Clients & Check Feasibility report for analyzing their proposal.
- Provide banking assistance to bank customers in handling their deposits and payments.
- Assist and support bank administration in its operational issues.
- Gather and analyze financial and related data of customers.
- Assist customers in handling their deposits and check payments.
- Ensure compliance of security and banking policies and guidelines in banking assistant functions.
- Provide Feedback to higher authorities about daily activities.

**Gourmet Foods Pakistan - October, 2013 to August, 2014**

**Role & Responsibilities**

- Received and counted stock items and recorded data manually issued and distributed materials, products, parts and supplies to customers and coworkers, based on information from incoming requisitions.
- Kept records on the use and damage of stock and stock handling equipment.
- Work in an environment that at times can be hot and humid.
- Perform 8 or more hours of standing, walking, bending, lifting, and carrying products in combination at any given time.
- Assisting customers by loading purchased product into vehicles.
- Maintaining appearance of the store's interior and exterior to company standards.
- Participating in freight flow process including merchandise presentation and recovery.