



Muhammad Umar

Muhaisnah 4 Star Building DTC

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Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Experience

- DULSCO COMPANY DUBAI** 12/09/2023 - 01/12/2024
GENERAL ASSISTANT
 - 1..Working in African Eastern Spirit Shop In Sonapur as Helper.
 - 2.Arranging display perfectly.
 - 3.Greeting to Customers And introduce ourself.
 - 4.Stock arrangements and maintaining.
 - 5.Stock loading and unloading.
 - 6.Merchandise and support staff.
 - 7.Fredge refiling and keep store clean perfectly.
 - 8.Helping to customers about the product details.
 - 9.Ordering necessary items such as stationary and cleaning Items .
 - 10.Manage inventory levels including ordering receiving and maintaining stock to meet demand.
- KHAKSAR SHOPPING MALL PK** 01/07/2022 - 31/08/2023
CASHIER ASSISTANT
 - 1..Supervise the team performance assigned tasks efficiently and monitor daily sales tasks..
 - 2.. maintained detailed records of daily purchases and returned and submit report to management..
 - 3.. Giving best customers services and about details the product feature..
 - 4..Order taking System opening and closing..
 - 5.. Daily weekly and monthly sales achievement..
 - 6.. Stocks ordering receiving and maintaining..
- HUAWEI MOBILE SHOP PK** 18/12/2021 - 15/06/2022
SALES AND MARKETING
 - 1.. Developed relationships to grow future sales and refrel and ensure maximum customers satisfaction.
 - 2.. Prepared the sales related documents through out the sales process.
 - 3..Used sales technique that maximize revalve while maintaining existing customers loyalty.
 - 4..Consulted for multiple companies to get their brands into retailers and grow their presence online and in shop.
 - 5.. Maintained a strong and productive relationship with customers including continuously process a purchase orders.
- ZAREEN PROPERTY DEALER PK** 22/02/2020 - 01/12/2021
OFFICE BOY
 - 1.. Assisting day to day office operation such as, photocopying, scanning and printing documents.
 - 2.. Greeting Guests and making coffee or tea for Guests.
 - 3.. Keeping the office area clean and organized including emptying trash bin and maintaining a tidy work space.
 - 4..Manage office supplies inventory and ordering necessary items such as stationary ,pantry supplies and office equipment.
 - 5.. Running errand outside the office such as purchasing office supplies or delivering documents to others department or clients.
 - 6.. Assisting other administrative in wide range of office duties..
 - 7.. Collecting and distributing couriers or parcels among employees and opening sorting email.
 - 8.. Cooperating with office staff to maintaining proper intersection and a friendly environment with in the office..
- Hadi Express Exchange** 02/12/2024 - Present
Cashier
 1. Employeeed active listening and product expertise to successfully resolve inbound queries.
 2. Handle buy and sell transaction for financial instrument on behalf of private and business customers.
 3. Protect client interests when resolving financial matters.
 4. Maintained cash drawer accuracy , Balancing daily transaction with minimal discrepancies.
 5. Participate in cumunity outreach program to promote finincaal literacy and services.
 6. Process deposit, withdrawal,and currency and currency exchange efficiently and accurately .
 7. Collaborated with team members to enhanced service delivery and operational efficiency.
 8. Managed customers inquiries , complaints and request in professional manners.
 9. Greet customers and provide excellent customers service.
 10. Maintain a professional and friendly demeanor at all times.

Education

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|---|------|
| <ul style="list-style-type: none">• Government high school No 3 Mardan
S,SC matric
B/667 | 2017 |
| <ul style="list-style-type: none">• Government mardan No1 College
F,SC Pre.medical
C/549 | 2019 |
| <ul style="list-style-type: none">• Board of trade and technical education
Health technician
A+/1698 | 2019 |

Skills

- Team building
- Problem solving
- Decision making
- Typing
- Computer basic
- Emailing
- Software
- Windows installation & Partition
- Customers service
- Time management
- Marketing
- Oral and writing communication
- Respectfulness
- Friendliness
- Motivated

Languages

- English
- Hindi
- Urdu
- Pashto

Personal Details

- Date of Birth : 01 Dec 2000
- Place : Dubai UAE