Name xyz

Address St. No.12 D Al Jafiliya UAE.

**PERSONAL INFORMATION**

Cell Phone: Email xxxx

Place of Birth Karachi

Citizenship Pakistan

Visa Status Visit Visa

Valid Until 000

Marital Status Married.

**SUMMARY:**

• More than Ten years experience in retail and food management.

Agha Khan University Karachi Campus with BBA in Management.

EDUCATION: Bachelor of Business Administration in Management.

Agha Khan Karachi Campus,

Graduated with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Strategic Management Personnel Planning and Selection

Organizational Decision Making Compensation and Performance Appraisal

New Venture Creation Business Data Communications

**EXPERIENCE:**

FRI-CHECKS KARACHI MAIN BRANCH.

Post: Cashier cum Stock Keeper

Responsible for stocking and floor management for soft lines.

Develop inventory tracking reports on a monthly basis.

Participated in annual inventory.

Post:Cashier

Cash handling, customer service, balance drawer, petty cash, and place orders for inventory. Manager in training: such duties involve opening and closing the registers, approving overrides, assisting in the training of new cashiers, monitoring cash limits, making supervisory decisions, scheduling lunch breaks, and ensuring quality customer service at all times.

K .F .C .RESTAURANT.

Post: Shift Supervisor

Management of 12 to 16 employees during an eight-hour shift.

Responsible for customer service and overall satisfaction.

Awarded Employee of the Month three different times.

Began as counter person and promoted to management position within 8 months.

TANVEER ENTERPRISES.

Post: Cashier

Directed recruitment and retention of supervisors and staff of 25 employees.

Trained, supervised and evaluated staff, coached improvement skills.

Resulted in multilateral staff achievement of work objectives.

Successfully refined and implemented new projects.

MONSOON ACCESSORIZES.

Post: Store In charge

Managed daily operations including openings and closings

Proven increase in sales because of superb customer service.

Received Excellent Trainer of the Month.

Hired, scheduled and managed personnel.

Managed delivery of time-critical products.

SHAPES HEALTH STUDIO

Post: Assistant Manager

25 staff is working under my supervision and I work on their schedule and their issues and problem and always try to resolve them.

Supervise and manage the overall performance of staff in the department.

Achieve business and organization goals, visions and objectives.

Involved in employee selection, career development, succession planning and periodic

Responsible for the growth and increase in the organizations’ finances and earnings.

ACTIVITIES:

• Good interpersonal and communication skills, self motivated and disciplined.

• Reading, Playing cricket.