



Rana shahzad gul nawaz

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OBJECTIVE

Looking For a challenging and dynamic atmosphere where I may show me Hidden Capabilities under the supervision of co-operative and sympathetic persons. Contribute towards the growth and development of a dynamic organization that Provides opportunity for personal satisfaction and professional growth, by Devising effective and efficient business strategies.

Personal Profile

Father' s Name : Muhammad Sarwar
Date of Birth : 10-07-1992
Religion : Islam
C.N.I.C. # : 33202-7047745-9
Marital Status : Married
Iqama status : Valid
E-mail: : shahzadksa65@gmail.com
Address : sulemania Jeddah, saudia Arab

LIMELIGHT

- 1 Year expience as a Assistant manger Sales & inventory Manager in LIMELIGHT Clothing Brand.

Nishat linen

- 7 Year Expience AS A assistant manager sales & Accountant Emporium Mall Lahore from April-2017 Till February 2024.
 - Achieve good sales target with carrying short stock
 - Staff Trainings about Customer Service
 - Customer Dealing, Cash Handling, Data Entry of sales Invoice and delivery notes making
 - Handle Clearance sale and Promotional activities
 - Daily and monthly bases Inventory controller
 - Manage Branch Stock level
 - Prepare weekly commission on sale and month end Reports P&NL
 - Handle all queries from head office
 - Manage Customer Special Order
 - Daily Account Maintaining, File Keeping
 - Handle Goods Receive and dispatch process
 - Control sales Team up to 40 Members
 - Prepare shop Monthly Inventory and report to Operations
 - Work as Counter Cashier, Great Customer, Solve Customer Problems
 - Manage staff attendance, Commission, Salaries, Bank Deposit
 - Cash Handling, Generate sales Invoice and delivery notes making

- Manage Shop Stock level, Stock Demand, according to customer demand

Mobilink Jazz

- JSR in Mobilink
 - Customer Dealing, Cash Handling, Data Entry of sales Invoice and delivery notes making
 - Handle all Promotional activities
 - Daily and monthly bases Inventory controller
 - Handle all queries from head office
 - Manage Customer Special Order
 - Daily Account Maintaining, File Keeping
 - Handle Goods Receive and dispatch process

Haq Bahoo sugar Mills

Computer operator

- Manage staff attendance, Commission, Salaries, Bank Deposit
- Cash Handling, Generate sales Invoice and delivery notes making

Educational Background

Matriculation (Science)

B.I.S.E Faisalabad

Intermediate

B.I.S.E Lahore

Graduation

IUB Bahawalpur

Computer Skills Profile

- MS Word,
- MS Excel,
- Power Point,
- Data Entry.
- Operating Windows 98, XP, and Windows 2000 & Vista.
- Operating MITCO Use in OCS Courier Service.
- I Handle All Transactions of Cash And Credit Cards.
- Having a Good Speed in Numeric keys & Alphabetic
- Expertise in using the internet and search engine optimization
- Expertise in installing UNIX, Windows and software tools
- Proficiency in private POS Applications RMS by Microsoft, Oracle By Nishat Linen.

Extra Qualification

01 year Diploma SEO in Bizedge Solutions.

Reference

References will be furnished on demand.