

MUHAMMAD IMRAN MEHTAB UL AREFEEN

+966557950106

Riyadh , Manfoha 12656

ahmedmimran360@gmail.com

Date of Birth: 13/11/1991

Professional summary

- Hardworking retail management professional versed in all aspects of running high-end store, including opening and closing procedures, banking, merchandising and recruiting.
- Resourceful leader remaining calm under pressure and promoting superior time management and conflict resolution skills.

Skills

- Pallet jack usage
- Stock rotation practices
- Use of warehouse machinery
- Time-Sensitive delivery handling
- Knowledge of packaging materials
- Resource allocation efficiency
- Relationship building strengths
- Packaging expertise
- Barcode reading
- Manual lifting techniques
- Materials handling equipment operation
- Goods receiving procedures
- Storage layout planning
- Merchandising
- Stock management
- Order processing
- Logistics coordination
- Forklift fleet management
- Space optimisation
- Shelf dressing
- Health and safety awareness

Work history

STORE ASSISTANT, 01/2023 - 06/2025

(ICC) ISLAMABAD CASH & CARRY, Abbottabad

- Coordinated with team members for smooth store operation.
- Improved product availability by effectively restocking shelves.
- Followed standard operating procedures strictly enforcing company policies and standards.
- Enhanced customer service by responding promptly to queries.
- Increased sales through suggestive selling techniques.

STORE KEEPER, 01/2017 - 11/2022

ALJEEL MEDICAL & TRADING CO, Riyadh

- Assisted in annual inventory audits for accurate stock records maintenance.

- Ensured smooth day-to-day operations of the store by proactive problem-solving.
- Operated Point-of-Sale systems efficiently, ensuring accurate transactions.
- Ensured timely restocking of goods by conducting regular inventory checks.
- Boosted morale among team members through open communication and constructive feedback.
- Managed procurement processes to maintain optimal stock levels.
- Coordinated delivery schedules to ensure consistent availability of merchandise.
- Completed opening and closing procedures each day.
- Organized store layout for improved accessibility and customer convenience.
- Sustained clean and orderly storage areas, promoting a safe working environment.

Education

D.com: Economics

Rose Group Of College's - Abbottabad Pakistan , Pakistan

Languages

English

B2

Upper intermediate

Urdu

C1

Advanced

Arabic

B1

Intermediate