

# Muhammad Sumair Khan

Store Keeper in hardware, plumbing ,Electric Equipment.

To obtain a challenging hardware Sanitary and electric store Keeper and marketing expert position Utilizing my abilities developed through five years of experience and education with the opportunity for professional growth and development.

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## WORK EXPERIENCE

### Store Keeper Hardware, Sanitary and Electric Equipment

Saleem And sons

11/2017 - Present

Karachi . Pakistan

#### Achievements/Tasks

- Provided customer services answered phone calls of any concern regarding plumbing electrician and carpenter works.
- Sales hardware, such as nails, bolts, screws, hand-and-power tools, electrical equipment, plumbing supplies, garden tools, Advises customer on tools, hardware, and materials needed, and procedure to follow to complete task customer wishes to perform Informs customer about quality of tools, hardware, and equipment, and demonstrates use.
- Checked inventory to make sure enough product was available performed cash handling and checking daily basis sale. Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Daily stock check and ordered the new stock of All product such as power tool ceramics and plumbing item kitchen equipment and many other electric item.
- Purchasing stock with the main markets in searching of discounted prices of All product.
- Good knowledge about ceramics Sanitary electric hardware item and 10 to 12 member of professional team we have manage such as plumbers , electricians , carpenters.
- Responsibility to checked the prices of product with the us dollar variation and give new price quotation with other employee and achieve target to sale increase monthly .
- Researching the current market trends and learning about new technology products.
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## EDUCATION

### Bachelor Of Commerce

Karachi University

### Intermediate (commerce)

Pakistan Shipowner College

### Matriculation (computer Science)

H.E.F School Karachi

## SKILLS

(CAD) (CAM)

Product and equipment knowledge

Communication

Time management

Negotiation

Problem solving

Research of new product and equipment

Ms word , excel

Marketing

Social media

Matrix And Magics Software

Ezcad Fiber Laser Software

## CERTIFICATES

Office Automation

Matrix And Magics Basic

## ORGANIZATIONS

Saleem and sons (11/2017 - Present)

## LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency