

MUHAMMAD SAEED

SUPERVISOR/DRIVER

Contact

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Profile

Well-qualified familiar with skills and abilities needed to succeed. Possessing strengths in task prioritization and customer service. Ready to leverage training and experience to take on new professional challenges.

Motivated Sales Assistant committed to providing excellent customer service. Organized, detail-oriented and empathetic to customer needs. Skilled at helping customers find the products and services that they need.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills..

Education


(june 2005)
Matric from Science,
Gallant Public Acadmey
Board of Matriculation
– Karachi,Pakistan


Professional Experience


ROYAL PAINT INDUSTRY KORANGI - KARACHI, PAKISTAN
Sales Supervisor **Feb-2023 – Present**


- Manage accounts of company with bank transactions.
- Communicated orders to vendors, scheduling carriers for pickup if needed.
- Remained calm and poised in high-stress, dynamic environment to promote service to customers and staff.
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages
- Maintained up-to-date knowledge of store sales, payment policies and security standards.


Key Skills


Microsoft Office


Arabic and English


Communication


Flexible and Adaptable


Problem solving


Team leadership


RIMAL THUMRIAT TRAD & CONT. - SALALAH, OMAN
Supervisor **NOV 2013 – FEB 2020**

- Updated general ledger with latest entries.
- Monitored workflow to improve employee time management and increase productivity.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Handled customer complaints, resolved issues, and adjusted policies to meet changing needs.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.

Awards

(JAN 2021)
PEFORMANCE / TALABAT,OMAN

TALABAT FOOD DELIVERY CO. OMAN

Delivery Rider (Car)

APR 2020**– MAY 2021**

- Delivered packages to customer doorsteps and business offices.
- Read maps, followed oral, and written instructions and used GPS technology to make deliveries.
- Maintained upbeat, positive attitude in busy, customer-focused environment.
- Completed on-time deliveries by choosing best and most efficient routes.
- Inspected and maintained delivery vehicles regularly to keep in safe working order.
- Verified accuracy of all deliveries against order forms.

FOODPANDA FOOD DELIVERY CO. PAKISTAN

Delivery Rider (Motorcycle)

JUNE 2021**– DEC 2022**

- Delivered packages to customer doorsteps and business offices.
- Read maps, followed oral, and written instructions and used GPS technology to make deliveries.
- Maintained upbeat, positive attitude in busy, customer-focused environment.
- Completed on-time deliveries by choosing best and most efficient routes.
- Inspected and maintained delivery vehicles regularly to keep in safe working order.
- Verified accuracy of all deliveries against order forms.

