**MATLOOB HUSSAIN**

**0092-3465993399▪ Religion: Islam (Muslim) ▪ Email:matloobhussain195@gmail.com▪ Father Name:**

**Sabir Hussain▪ Nationality: Pakistani▪ Marital Status: Married**

**LTV/PSV Driving License Holder of Qatar, Pakistan & UAE**

**Languages: Arabic, English, Urdu, Punjabi**

# Career Objective:

*To work as a responsible and challenging position of a professional organization, where I can utilize my professional skills, knowledge and my entire personality for the betterment of the organization and implement better ways and means to achieve the organization goals and objectives.*

# Education:

1994 Secondary School Certificate Pak Shama School Doha Qatar

1997 F.A Pakistan Jhelum

# Computer Courses & Training:

**(From Family Computer Centre, Doha Qatar)**

**.** M/S Word

* M/S Excel
* M/S Windows
* Internet
* Accounting (Peach tree) **Other Skills:**
* Hardworking, Trustable, Reliable & Self Disciplined person.
* Fluency in Arabic, English, Urdu and Punjabi
* Normal Interpersonal Skills
* Excellent Driving Skills

# Experiences

POST A PLUS.COM UAE

Worked with Post a Plus Company as Delivery man.

Magnetic Delivery.com UAE

Worked with Magnetic Delivery.com as delivery man.

***AL BARAKA BAKERY UAE***

Worked with **AL BARAKA BAKERY** as delivery man.

SHAFFI FOAM IND. PAKISTAN

Working in main store as Assistant Storekeeper.

Main Responsibilities:

Maintain receipts, records, and withdrawals of the stockroom

* Receive, unload, and shelve supplies
* Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
* Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
* Rotate stock and coordinate the disposal of surpluses
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
* Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

## ZAHOOR FOODS LTD. PAKISTAN

* Positioned as Salesman and delivery boy.

Main Responsibilities: I have 5 years of combined experience working as both a salesman and delivery driver, which has allowed me to develop a strong understanding of customer service, product knowledge, and efficient logistics management. During my time at Shaffi Foam Ind .Pakistan, I handled dual responsibilities, which involved selling products to customers and ensuring timely delivery of goods.

As a **Salesman**, I was responsible for:

* Managing customer relationships and consistently achieving sales targets.
* Providing product demonstrations, answering customer queries, and recommending products based on customer needs.
* Contributing to a 100% increase in sales by implementing effective sales strategies and building strong rapport with customers.

In my role as a **Delivery Driver**, I was tasked with:

* Planning and optimizing delivery routes to ensure timely and efficient deliveries across [mention area/city].
* Maintaining a clean driving record while managing the safe and secure transportation of goods.
* Delivering an average of 100% of packages daily with a high level of customer satisfaction.

## Olympic Sports co. Qatar

• Worked as a Computer Operator.

Main Responsibilities: Data Entry Operator, Maintaining Office Files & Record Keeping.