**Muhammad Yusuf.**

E-mail: yusufanjum190@gmail.com. Phone:0551644552

 Abu Dhabi.

***Career Objective***

To use my experience and skills for the development of organization and myself and to prove myself as the best worker in growth and Prosperity.

**Summary**

* An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.
* Recognized for successfully meeting targets, working hard for the entire satisfaction of my superiors.

Work experience.

National projects &construction (NPC)Abu Dhabi.(JAN 2020 TO FEB 2024)

4 years working experience as a storekeeper in NPC.

Fully aware of store work.

**Gourmet Bakers & Sweets Gujranwala – Pakistan Feb 2016-March 2018**

**Cashier - POS**

**Responsibilities**

* Responsible for collecting cash from customers by using the barcode reader(scanner)
* Maintaining proper record of all the sales transactions,
* Responsible for tallying the physical cash with the system cash report at shift closing.
* Making the summary of daily sales at the close of the day and sending the details to Head Office.
* **Stock checking:**
* Responsible for checking the stock as per purchase order,
* Responsible for verifying the purchase invoices by cross checking the invoice quantity and price with goods received note (GRN) and purchase order (PO).
* Responsible for checking the expiry date of the stock items.
* Expired items are removed from the shelf and kept fresh stock as required.

**W.H Traders Commercial Importers & Exporters, LAHORE, PAKISTAN**

 **Jan 2019--- Dec 2019**

* Responsible for posting the delivery notes in the system.
* Preparing the stock report and sending it to the warehouse in charge.
* Taking the stock physical count and making the reconciliation and submitting the report to owner.
* Responsible for posting the purchase invoices on the system.
* Follow up for collection,
* Visiting the out-station customers on regular basis for collecting the funds and depositing in company bank.
* Taking the orders from the customers and forwarding to management for delivering the stock as per customers requirement.
* Maintaining a healthy relationship with the customers for their entire satisfaction.
* Working hard for creation of new customers

**Qualifications:**

 **B. Com 2013 University of Punjab**

 **Fsc. Pre-Engineering 2011 BISE Mirpur AK**

**computer Skills:**

 **MS-Office:**  MS-Word, MS-Excel, MS-Power point
 **Operating System:**  Windows, Dos
 **D.T.P.:**  Coral Draw, Adobe Photoshop, Page makes.

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**Personal Information**

* Father Name: Muhammad Akbar
* Date of Birth: 26-10-1993
* Nationality: Pakistan

PASPORT NO. AE6888492

* Visa Validity: March 2024
* Languages: English, Arabic , Urdu, Punjabi & Hindko
* Marital Status: Married



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