

# UMAIR AHMED

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## SUMMARY

A proactive and dedicated individual with a diverse background encompassing driving, retail operations, and inventory management. Possesses a proven ability to operate light vehicles safely since 2018, alongside strong organizational skills developed as a Storekeeper at KBM (Khalid Bin Mohammad W.L.L.) from 2020 to 2021. Demonstrated leadership and customer service excellence as a Section Supervisor in the Vegetables and Fruits section at Almeera Market (2017-2020), consistently receiving positive feedback for display management, customer engagement, and section upkeep. Holds a High School Diploma in Commerce and is eager to leverage these multifaceted skills in a challenging new opportunity.

## WORK EXPERIENCE

### Section Supervisor (Vegetables & Fruits) | Almeera Market | 2017 – 2020

- \* Supervised and managed the Vegetables and Fruits section, ensuring an appealing and well-organized display to maximize customer engagement.
- \* Provided excellent customer service, addressing inquiries and ensuring a positive shopping experience.
- \* Maintained the cleanliness and hygiene standards of the section, adhering to food safety regulations.
- \* Ensured accurate and up-to-date price tagging of all products.
- \* Proactively decorated the section to enhance visual appeal and attract customers.
- \* Consistently received positive feedback and appreciation from senior management for the section's presentation and customer

### Storekeeper | KBM (Khalid Bin Mohammad W.L.L.) | 2020 – 2021

- Managed and organized warehouse inventory, ensuring accurate record-keeping and efficient stock management.
- Received and processed incoming shipments, verifying contents against invoices and quality standards.
- Prepared and dispatched goods according to orders, ensuring timely and accurate fulfillment.
- Maintained a clean, organized, and safe storage environment.
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### Light Vehicle Driver | 2018

- Operated light vehicles safely and efficiently, adhering to all traffic regulations.
- Transported goods and materials to designated locations in a timely and secure manner.
- Ensured the proper maintenance and cleanliness of the vehicle.

## EDUCATION

High School Diploma in Commerce | Govt. College of Commerce Peshawar | Peshawar, Pakistan | 2011 – 2013

### Skills

- Driving: Proficient in operating light vehicles, possess a valid driver's license.
- Retail Operations: Visual merchandising, customer service, price tagging, inventory management, maintaining cleanliness.
- Inventory Management: Stock control, receiving and dispatching, record-keeping.
- Supervisory Skills: Team coordination (within the section at Almeera).
- Customer Service: Excellent communication and interpersonal skills, ability to address customer needs.
- Organizational Skills: Time management, attention to detail, efficiency

## ADDITIONAL INFORMATION

- Languages: English ' Arabic ' Urdu ' Hindi
- Personal Details
- Date of Birth: 04 November 1992
- Nationality: Pakistani
- Address: Industrial State street 23 Al Atiya Market