



Inam Rasheed

Delivery Driver

WORK EXPERIENCE

Snoonu | 2023-2024

Delivers high-quality products to our customers in a safe, courteous, and timely manner.

Establishes and maintains outstanding relations with customers.

Reviews and verifies invoices and purchase requests to ensure accuracy.

Inspects delivery vehicles and ensures the safety and security of the loading and unloading process.

Contacts customers to confirm delivery details.

Determines placement of merchandise, follows safety and lifting protocols during deliveries, and conducts safety reviews.

Almeera Qatar | 2021-2023

My role in this organisation is Serve customers by selling products and meeting customer needs.

Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.

Adjusts content of sales presentations by studying the type of sales outlet or trade factor. Focuses sales efforts by studying existing and potential volume of dealers.

Submits orders by referring to price lists and product literature.

Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly annual territory analyses.

Islamabad Hotel | 2018- 2020

My job was to Represent the hotel to the guests throughout all stages of the guest's stay by working with all hotel personnel to ensure every guest

Experiences superior customer care and top notch hospitality i was responsible for providing front desk services to guests, undertaking various administrative duties, and diffusing conflict or tension in hotels, among other duties.

Certifications

NEBOSH International General Certificate in Occupational Health and Safety.
6 months diploma in Office Automation from Skill Development Council Peshawar

3 months Training certification in Digital Marketing from DigiSkills.Pk
Certificate id: S5MF68YPQ

3 months Training certification in FREELANCING from DigiSkills.Pk
Certificate id: 6WHJ9YYPQ

3 months Training certification in Fire Safety from Cardiff Institute Islamabad

3 months Training certification in Permit to Work from Cardiff Institute Islamabad

3 months Training certification in First Aid from Cardiff Institute Islamabad

CONTACT



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PROFILE

Dedicated and detail-oriented Sales Representative with 5 years of experience in numerous Brands and Firms, Been working with Multinational Companies and was keen to ensure a smooth flow of work and take the whole team together.

EDUCATION

**Sarhad university of science
and information technology**

Bachelors of Business Administration
2017-2021

Project: IMPACT OF HRM PRACTICES ON
EMPLOYEES JOB SATISFACTION

ICMS Education System

Secondary and Higher
Secondary School
2012-2016