

Hussnain Mushtaq Nadeem Mushtaq

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Address: Salwa road Doha, Qatar



CAREER OBJECTIVE

I am a hard worker and complete all task given to me to the best of my ability. I am a quick learner and always keen to learn new skills. I am experienced in range of different fields which I feel has given me skills I could bring to a new job.

Academic Qualifications

- Bachelor of Business Administration (Continue) - Virtual University of Pakistan.
- Higher School Certificate (2021) - BISE Gujranwala Pakistan.
- Secondary School Certificate (2019) - BISE Gujranwala Pakistan.

CAREER HISTORY

The Coca cola company - Doha Qatar



- Merchandiser and Salesman - 3 Months (from 5-10-2024 to 31-12-2024)
- **Duties and Responsibilities:**
 - Prepare sales plan for defined area.
 - Supervised the process of monitoring product inventory making defective product and damage packages for the store removal.
 - Communicated with consumers and store personnel in order to identify the address concern the criticisms of product placement quality and availability.
 - Manage team of merchandisers in transporting product from store room to sales locations, assembling, organizing product on shelving within refrigerated display cases.
 - Conducts in-store promotions to reach the customer awareness. • Displays products safely and efficiently in the market place to merchandising standard.
 - Places first sold in the front and last sold in the back of the display. (FIFO)
 - Checks dates and pull out damaged and products outside the date code policy.

- Checks stores and refills the shelves and displays.
- Presents accurate and timely feedback on competitor's activity and market conditions.

- Stocks all shelves and ensure enough quantity of products are displayed.
- Submits required daily selling report.

Sialkot International Airport Pakistan Assistant
Admin for period of 6 months. (from 1-1-2022 to 31-5-2022)



Duties and Responsibilities:

- Answering phones□
- Managing duties of workers.□
- Updating databases of workers for duties schedules.□
- Completing general clerical work and recordkeeping tasks□
- Preparing reports for maintenance of baggage trolley in both arrival and departure lounge.□
- Maintaining wheel chair log in excel.□
- Maintaining appropriate filing systems.□

Computer Skills

- MS office
Word,Excel,outlook,powerpoint
- Google drive
Docs,sheets,forms
- Spreadsheets
Ecel,Google sheets
- Emails
Mail merge,filters,folders,rules

Languages Know

- English, Urdu, Arabic (Little)

Personal Detail

- Name : Hussnain Mushtaq Nadeem Mushtaq
- Gender : Male
- Marital status : Single
- Nationality: Pakistan
- Passport Details: GV0847271, Valid till 13th July 2032
- Visa status : Transferrable
- Email : gebaby909@gmail.com

• Mobile No: +974 30974468

Driving license (Light Vehicle)

NON-RELATED REFEREE:

References and Related Documents available upon request

I hereby declare that the above information provided is true to the best of my knowledge and belief.

Yours Faithfully,

Hussnain Mushtaq Nadeem Mushtaq

