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Mianwali,PUNJAB,PAKISTAN

Competencies

Sales Growth & Target Achievement

Retail Operations Management

Inventory & Stock Control

Shipment Tracking & Scheduling

(CRM)

Driver Communication & Follow-ups

Supplier Coordination & Purchasing

Performance Review

Sales Reporting & Analysis

Education

SSC

GBHSS

2017

HSCC

GBHSS

2020

languages

URDU (Native)

ENGLISH (Fluent)

HINDI (Basic)

HOBBIES

- Engaging with people and improving communication skills
- Fitness and maintaining an active lifestyle
- Learning sales techniques and customer behavior
- Creative work including woodworking and product design

Executive summary

Customer-focused Retail Sales Professional with 5+ years of experience in store operations, stock management, merchandising, and customer service. Proven ability to maintain product displays, monitor stock levels, and deliver excellent customer experiences. Skilled in identifying sales opportunities, building customer relationships business growth in fast-paced retail environments.

Career History

Retail Store Manager / Inventory Coordinator/Executive housekeeping 2025 – Present

Naseeb Mall

- Maintained accurate inventory tracking, stock control, and stock replenishment
- Coordinated between sales floor, warehouse
- Maintained high standards of cleanliness, hygiene, and store presentation
- Supervised housekeeping staff to ensure a clean, organized, and welcoming environment
- Focused on operational efficiency, customer satisfaction, and team coordination.

Supervisor & Front Desk Manager

2022 – 2025

Punjab Sanitary Electric & building material

- Front desk operations & customer service
- Purchasing coordination & supplier management
- Sales processing & quotation preparation
- Maintained optimal stock levels through demand planning and supplier coordination
- Prepared accurate documentation including invoices, GRNs, and delivery records
- Monitored stock movement and conducted cycle counts to ensure 90%+ inventory accuracy

Sales & Inventory Manager

2020 – 2022

Kram Elahi Interior

- Welcomed customers and created a positive first impression in a retail environment
- Assisted customers in selecting products based on their needs and preferences
- Supported daily sales targets by suggesting additional items and promotions
- Handled billing and transactions using POS systems accurately
- Maintained store cleanliness, organization, and visual presentation