



Syed aleem Bukhari



EXPERIENCE

Bike Rider Talabat - Dubai, UAE
02/2025 - Current

- Delivered parcels and documents to specified locations within strict deadlines, maintaining confidentiality and security.
- Collected payments and signatures upon delivery, ensuring accurate transaction records.
- Utilised GPS and map applications to plan effective routes, enhancing time management.
- Improved skills and fitness through regular training and practice.
- Ensured high-quality customer service through addressing queries and concerns professionally

Warehouse Supervisor Jalal Sons Store - Lahore , Pakistan
08/2020 - 09/2024

- Supervised loading and unloading of goods, ensuring compliance with safety standards to prevent accidents.
- Facilitated communication between warehouse and office staff to ensure smooth operations and timely dispatch of goods.
- Performed daily inspection of warehouse grounds for security and safety.
- Regularly tracked stock levels, promptly ordering low-stock items to maintain operational readiness.
- Developed and supported safe working practices to maintain hazard-free working environments.

Operations Supervisor Cinepax Cinema Ltd - Lahore , Pakistan
05/2017 - 03/2020

- Supervised team operations, optimising workflow and increasing efficiency across multiple departments.
- Resolved customer complaints efficiently, restoring trust and preserving the company's reputation.
- Monitored staff performance and developed improvement plans.
- Managed supply chain and monitored all logistics functions for company.
- Supported employee morale and well-being by developing positive practices centred on career development and individual job satisfaction.

Shop Supervisor Multi Line Books - Lahore , Pakistan
04/2006 - 02/2017

- Supervised sales assistants in merchandising goods, processing payments and resolving product-related issues to maintain store shopping standards.
- Kept shop looking presentable and organised by instructing teams to conduct regular visual merchandising to shelves and stands.
- Trained new employees on store policies, customer service excellence, and product knowledge to enhance team efficiency.
- Taught staff how to handle difficult situations with calm and professionalism.
- Checked inventory system to locate items at other stores for enhanced customer experience.

Delivery Driver Noor & Sons - Lahore , Pakistan

CONTACT

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SUMMARY

Dynamic leader with a proven track record, adept in decision-making and problem-solving. Excelled in enhancing operational efficiency and customer satisfaction, leveraging excellent communication and teamwork skills. Skilled in data entry and organization, consistently achieving significant improvements in team performance and service delivery. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Demonstrates strong analytical, communication, and teamwork skills, with proven ability to quickly adapt to new environments. Eager to contribute to team success and further develop professional skills. Brings positive attitude and commitment to continuous learning and grow

SKILLS

- Motorcycle licence
- Team Leadership
- Stock management
- Staff supervision
- Warehouse maintenance
- Operational support

- Team performance management
- Logistics coordination
- Retail experience
- Customer Service
- Staff leadership
- Inventory and storage management
- Cash handling experience
- Complaint handling expertise
- Cash handling
- MS Office
- Decision-Making proficiency

LANGUAGES

English: B2

 Upper intermediate

Urdu: C2

 Proficient

06/2003 - 03/2006

- Delivered goods to customers' premises within set timeframes, maintaining high levels of punctuality and reliability.
- Built strong relationships with regular customers, fostering loyalty and positive feedback for the company.
- Maintained accurate records of deliveries, collections, and customer signatures to comply with company policies.
- Utilised GPS and route planning software to optimise delivery routes, reducing fuel consumption and delivery times.
- Verified each delivery against shipping instructions before delivering to customers.

Office Clerk Habib Bank Ltd - Lahore , Pakistan

01/2001 - 03/2003

- Provided high level of administrative support, including copying, faxing and document distribution.
- Handled confidential documents and information with discretion, adhering to data protection protocols.
- Prepared reports, presentations, and documents utilising Microsoft Office Suite, ensuring accuracy and professionalism.
- Received, routed and distributed incoming mail and parcels.
- Facilitated smooth running of office operations through stocking supplies and managing inventory levels.



EDUCATION

Matriculation : Science subjects

Green Land High School - Lahore Pakistan , 06/1996 - 07/1997

A-Levels: Economics

Private College - Lahore Pakistan , 01/1998 - 08/1999