

# Muhammad Sohail

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Dubai

## PERSONAL DETAILS

- Name: Muhammad Sohail
- Nationality: Pakistan
- Marital Status: Married
- Passport Number: DG5190903
- Visa status: Own visa

## DRIVING LICENCE

- Automatic

## LANGUAGES

- English
- Hindi
- Urdu

## SKILLS

- Word
- Excel
- PowerPoint
- AutoCAD
- People skills
- Communication skills
- Troubleshooting
- Customer services skills

## EDUCATION

- DAE (Civil) Pakistan Institute of Technology, Peshawar, Pakistan in 2008
- FSC from Pakistan Education Foundation, Peshawar, Pakistan in 2005

## PERSONAL PROFILE

To employ my knowledge & skills to work for an organization which offers, challenging working environment and opportunities for grow more & do more while adding value to the organization.

## WORK EXPERIENCE

### AYLLA CAF & RESTO BAR

July 2024 till Jan 2025

#### Cashier /customer service

- Greetings customers on the reception
- Responsible handling cash transaction.
- Ensure customers satisfaction in various food services.
- Accept payment via credit card or cash transaction.
- Attend phone call and sending emails.

### MOCHI DESERT CATERING SERVICES LLC

July 2020- JUNE 2024

#### Sales

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their need.
- Establish, develop and maintain positive business and customer relationships.
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments
- Excellent selling, negotiation and communication skills

#### Inventory

- Maintain and check equipment level
- Counting materials, equipment, merchandise or supplies in stock.
- Reporting discrepancies between physical counts and computer records.
- Distributing or stocking merchandise.

#### Cashier

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.

### ARABIAN TECH INDUSTRIES FZE LLC

JAN 2013 – DEC 2019

#### PRODUCTION INCHARGE

- Excellent management, process building and decision making skills
- Experience in acquiring and compiling customer requirements
- Can Proficient in recommending procedures with proven ability to achieve financial discipline and enhancing overall efficiency of the organization
- Focuses on achieving results while formulating & implementing solutions to meet diversity of needs
- Maintains cordial relations with clients/peers/any member of the staff
- Exceptional Fire rated Doors programming skill detail oriented, effective written & verbal communication, interpersonal, management and multi-tasking skills with high team spirit
- work under pressure and in a multicultural environment
- Maintains integrity & renders excellent customer service ensuring utmost satisfaction & customer value

### **Production in Charge**

- *Making shop drawing for the job in hand for client and production team.*
- *Making programming for the approved shop drawing and work order.*
- *Making schedule of the given work order to clients, production team and for office records.*
- *Supervise production team to manage and execute production projects.*
- *Assign daily workload to team members.*
- *Coordinate with customers to develop project plan and timelines.*
- *Work with the team to plan, schedule and perform production activities.*
- *Develop production program and guidelines to support company objectives.*
- *Schedule equipment maintenance and inspection on regular basis.*
- *Suggest process improvements to enhance production quality and capacity.*
- *Investigate production issues and develop resolutions.*
- *Determine equipment, material and manpower requirements for project execution.*
- *Develop project budget and maintain expenses within the budget.*
- *Recommend cost reduction initiatives while maintaining quality standards.*
- *Assist in employee recruitment, performance evaluation, promotion, retention and termination activities.*
- *Monitor production activities and adjust schedules for on-time delivery.*
- *Ensure that final product meets quality standards and customer specifications.*
- *Ensure that team follows company policies and safety standards.*

### **Logistics Executive & Store supervisor**

- *Supervise Order & arrange stocking of Raw materials & equipment to ensure they meet needs.*
- *Plan & Track the Shipments.*
- *Well versed with export delivery documents.*
- *Establish and negotiating to supplier's contract term and condition.*
- *Regular communication to suppliers for timely delivery of orders.*
- *Receive and process warehouse stock, products pick, unload, label, store, under supervision of logistic Manager.*
- *Follow quality service standards and comply with procedures, rules and regulation.*
- *Prepare and submit time sheet, warehouse reports as & when required.*
- *Recommend raw materials & supplier's.*

### **DECLARATION**

Hereby declare that the above statements are true and current as best of my knowledge and belief, I hope that above written will suit to your requirement. I will be grateful to you if you give me a chance to work

**References are Available on Request**