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Visa: Resident Visa

'Qabeel Nasir

OBJECTIVE

work with an organization that would provide to excel my background experience and interest for attaining organization goal and myself. To work for an esteemed organization for better prospect future carrier. To develop and maintain strong responsibility, dependability, and determination to words the work for further career development.

WORK EXPERINCE

Supreme sea shipping & logistics LLC, Dubai

Sale executive May 2021 to Present

- Follow up on customer communications in a timely and professional manner.
- Support Customer Service and work closely with Operations and Documentation on the execution of customer service contracts.
- Responsible for securing new customers, and maintaining and developing existing accounts.
- Responsible for establishing and managing relationships with customers in need of the firm's freight transportation services.
- Follow up with clients for outstanding supported by the Finance Controller.

Junaid Jamshed (Alif Investment LLC) Dubai

Assistant Manager

- Assist the Retail Store Manager in planning and implementing strategies to attract customers
- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Monitor and maintain store inventory
- Communicate with clients and evaluate their needs
- Maintaining Stores to Standard including stocking & Cleaning.
- Supporting store manager as needed.
- Organizing employee schedule.
- Ensuring company policies are followed.
- Working closely to Store manager to lead staff.
- Handle Complaints from Customers.

Key Skills

- Sales & Marketing
- Competition Analysis
- Business Development & Sales
- Client Relationship Management
- Ordering Management
- Commercial Awareness
- Storage Management
- Process Improvement
- Store layout & Design
- Inventory & Lost Control
- Product Selection
- Records Organization & Management
- Teambuilding & Staff Supervision
- Business operations
- Business Planning
- KPI Analysis
- Merchandising
- Distributions
- Accounting & finance
- Supply Chain Management

License

Manual UAE license (2023)

INTRAPERSONAL SKILLS

- **Communication skills**
- **Presentational skills**
- **Problem solving**
- **Can do attitude**
- **Coaching**
- **Leadership**
- **People Development**
- **Numerical Skills**
- **Always ready to learn**
- **Can do attitude, happy to help others**
- **Flexibility**
- **Willing to travel**
- **Trustworthy**
- **Honest**
- **Reliability**
- **Negotiation Skills**
- **Collaboration**
- **Assertiveness**

TECHNOLOGY SUMMARY

- **Candela Software**
- **MS Office (Word**
- **Excel, PowerPoint)**
- **Flair Software**
- **MS Dynamics**
- **Windows (all)**
- **Point of Sale (POS)**

Store Supervisor

Almirah PVT LTD.PK

- Overseeing salespeople, cashiers, shelf stockers, and other employees.
- Inventory management to Stock take after every six months. Have more than 200k items on the floor.
- Ensure operational efficiency is maximized and process flaws creased out.
- Keeping records of expenditure, sales figures, and employee performance.
- Multi-location Working experience, almost every state in Emirates.
- Increase sale to meet monthly targets. Handling all operations.
- Motivating employees to achieve targets.
- Monitoring shelf stocks and product displays, and the general appearance of the store.
- Training new staff members and scheduling shifts.

Transport Coordinator

TRANSWAYS FORWARDERS PVT LTD.PK

- Ensure to dispatch all company drivers.
- Ensure to receive all phone calls from drivers any hour in day.
- Ensure to track routes to assure on time deliveries to enterprise customers.
- Review and arrange all transportation paperwork inclusive of driver logs, DVIR's, trip reports and invoices.
- Perform in collaboration with Transportation Manager to enhance load capacity and reduce damaged merchandise and loading errors.
- Review driver's hours properly and submit apt timecards to payroll.
- Ensure operational efficiency is maximized and process flaws creased out.
- Handle client concerns and direct problems to suitable parties
- Support management team to supervise transportation personnel.

Education

Dennys Institute OF Rawalpindi, Pakistan
Intermediate in Computer Science.

Nicon institute OF Rawalpindi, Pakistan
Diploma in Management
2007- 2012

REFERENCES

References are available on request.