

# Muhammad Riyasat

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Seeking new challenges and meeting them effectively to gain knowledge that would facilitate me in the professional world. As well as to polish up my skills and capabilities that would enable me to make a significant contribution in whatever organization I get in.

## Skills

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Creativity. Customer Service.  
Communication.  
Problem-solving. Teamwork  
Marketing and advertising  
Performance improvement  
Operations management  
Staff Scheduling  
Inventory control and record keeping  
Staff Management  
Natural leader  
Passion for customer satisfaction  
Point of Sale (POS) system operation  
Marketing and advertising

## Work History

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**2021-03 - 2023-07**

### **Restaurant Manager**

*Express Shinwari Restaurant, Dubai , UAE*

- Effectively recruiting and managing employees
- Overseeing operations
- Handling customer cooperation
- Generating financial reports
- Correctly calculated inventory and ordered appropriate supplies.
- Monitored and adjusted pricing, discounts and promotions to maximize profitability.

2020-08 - 2021-06

## Customer Service Cashier

*Redha Al Ansari Exchange, Dubai , UAE*

- Prepares and processes all documents required for each transaction
- Being a Wire Transfer Clerk I inputs transactions into applicable systems
- Maintains records of transfer procedures and reconciles all account
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Trained new tellers in processes and procedures for financial institution, answering questions and providing guidance.

2018-02 - 2020-01

## Brand Ambassador

*Pakistan Tobacco Company, Islamabad , Pakistan*

- Provided detailed information and facts about
- Communicated individually with customers to determine overall brand satisfaction.
- Increased brand awareness through event marketing, demonstrations, sales, and brand promotion.
- Approached strangers and interacted in natural conversation with goal of developing brand loyalty.
- Engaged, educated, and befriended customers to deliver amazing shopping experience.
- Placed new and existing brand products in competitive retail locations.

2014-03 - 2018-01

## Sales Representative

*Sharaf DG Electronics, Dubai, UAE*

- Analyzed past sales data and team performance to develop realistic sales goals.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.

## Education

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### B.A

*Allama Iqbal Open University*

### Intermediate

*Federal Board - Islamabad*