
SHAMAS SARWAR

PASSPORT NO: - BH5999813

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Punjab Pakistan

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CAREER OBJECTIVE

To land a challenging job in a reputable company so I may broaden my knowledge, skills, and learning's. Obtain a responsible career path that will allow me to make the most of my education and experience while significantly contributing to the organization's growth.

EDUCATIONAL BACKGROUND

2009-2011	Bachelor of Commerce
2007-2009	Intermediate
2005-2007	Matriculation

TRAININGS /DIPLOMA

OFFICE MANGMENT DIPLOMA

STRENGTH AND SKILLS

- ✓ Communication Skills
- ✓ Team Player
- ✓ Adaptability
- ✓ Decision Making Skill

EXPERIENCE

1. **NONOO MONEY EXCHANGE COMPANY BHRIN**

WHOLE SALE CAHIER FROM 2014-2018.

- Maintain the Cash
- Count the Cash from The Shipment
- Tally Cash Counter
- Sending Money
- Exchange The Foreign Money

2. **NONOO MONEY EXCHANGE COMPANY BHRIN**

RECEPTIONIST AND SALES REPRESENTATIVE FROM 2018-2022

3. **NADEER & IBRAHEEM FRUIT AND VEG COMPANY BHRIN**

SALE SUPERVIOR FROM 2012-2014.

- Greet And Assist Customers
- Respond To Customer Inquiries And Complaints
- Monitor Sales Activities To Ensure That Customers Receive Satisfactory Service And Quality Goods
- Inventory Stock And Reorder When Necessary
- Instruct Staff On How To Handle Difficult Or Complicated Sales
- Meet Financial Objectives By Preparing An Annual Budget; Scheduling Expenditures; Analyzing Variances And Initiating Corrective Actions
- Formulate Pricing Policies And Accuracy
- Attend Trade Shows To Identify New Products And Services
- Coach, Counsel, Recruit, Train And Discipline Employees
- Approve Contracts With Vendors
- Utilize Information Technology To Record Sales Figures For Data Analysis

4. P&G PAKISTAN

SALE PERSON 2009 TO 2011

- Greet and Assist Customers
- Respond to Customer Inquiries and Complaints
- Monitor Sales Activities to Ensure That Customers Receive Satisfactory Service and Quality Goods
- Inventory Stock and Reorder When Necessary
- Instruct Staff on How to Handle Difficult or Complicated Sales
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HOB BIES

- Cricket
- Fitness
- Reading

LANGUAGE

- Arabic
- English
- Urdu
- Hindi