**Rizwan Saleem**

Mobile no: 00966594215365

Email: kharal123@hotmail.com

**Objectives:**

To become a part of a highly skilled and outstanding professional team, with excellent communication, management and motivation skills. Try to groom the organization with my abilities and skills. But I know very well that nothing is possible without honesty and hardworking.

**EMPLOYMENT EXPERIENCE:**

**Ajlan & Bros company:**

**Branch Manager Najran from November 2020**

* Responsible to sell company products to new and old customers on credit and cash.
* Visit exiting and new customers as schedule provided by sales department.
* Responsible find new customer and open credit account on behalf of company.
* Daily feedback to higher management regarding branch activity.
* replenishment of stocks from Central warehouse with the help of sales team, And store keeper.
* Follow up credit invoices from sales team and customers.
* keep higher management up to date with competitors ‘activities.

**KIABI Mall of Dhahran as Assistant Store manager from April 2018-Oct.2020**

* Study competition regularly and stay ahead of competition.
* Increase assigned BRAND market share in the area.
* Maintain best retail standards in all showrooms as per market positioning of the brand shop/ store.
* Ensure that customer satisfaction is maintained at the highest level in all stores.
* Ensure right product is available at the right time in all stores.
* Ensure replenishments from Warehouse are done on time to avoid losing opportunities.
* Initiate timely action on slow moving and nonmoving products.
* Furnish regular product feedback to the senior management and the buying department.
* Directly supervise the visual merchandising function to ensure for support the brand and intended theme.
* Strategizing and preparing stores for events like sale, promotions etc.
* Managing, developing and motivating staff to increase sales and improve efficiency.
* Ensuring right mix of staffing in the shop / store / showroom.
* Train /Assist Staff and conduct staff welfare activities.
* Ensure that all new recruits understand their job and settle down well within the company.
* Ensure Grievance Handling and disciplinary actions within Shop / Store /Showroom affairs. Involve HR dept. wherever necessary.
* Ensuring skill development of shop/ store/ showroom staffs through Job rotation and on the job training.
* Monitoring and appraising the performance of shop/ store/ showroom staffs in coordination with HR manager and developing individual career plans.
* Ensure the Brand Store is managed according to Brand Principals agreed standards.

**KIABI Andlus Mall Jeddah K.S.A**

* Work as Store Manager from January 2018 till April 2018.

**KIABI Othaim Mall Buraidah K.S.A**

* Work as Store Manager from April 2017 till December 2017.

**KIABI Riyadh K.S.A as Supervisor from September 2015**

* Responsible for Women's and Baby Market.
* Responsible for the training and guiding the respective staff.
* Responsible for replenishment
* Responsible for the following staff rota and work timetable.
* Daily feedback to the store manager.
* Responsible for inward and outward stock from the store.
* Responsible for cashiers training.

**Crazy mobile and communication, London**

Sales assistant: 2011 to 2012

**Responsibilities & Achievements:**

* Day to day running of store
* Accepting and checking of deliveries
* Responsible for achieving sales targets

**Hamza GT ltd, London**

Sales assistant 2012 to 2014

**Responsibilities & Achievements:**

* Delivering a high standard of customer service
* Responsible for stock control
* Comply with company policies and procedures
* Motivate and develop staff
* Increase sales by delivering the above.

**PROFESSIONAL DEGREES:**

* MS Office
* Windows
* Internet
* IELTS 6 band

**Education:**

Degree Name: Diploma in business administration

Division: Processing

Year of passing: 2011 to 2013

Institute: L.C.S

Degree Name: B.A

Division: 2nd

Year of passing: 2010

Institute: The University of Punjab, Lahore, Pakistan

Degree Name: I.Com

Division: 1st

Year of Passing: 2008

Institute: American International College of Commerce, Hafizabad, Pakistan

Certificate Name: SSC

Division: 2nd

Year of Passing: 2006

Major Subjects: Science

**PERSONAL INFORMATION:**

Father’s Name: Saleem Akhtar

Date of Birth: 15-08-1988

Religion: Islam

Marital Status: Married

Nationality: Pakistani

**REFERENCES:**

Will be furnished on demand.