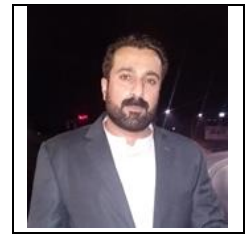


MOHAMMAD IKRAM SHAH

Ikrahshah70@gmail.com

0092 300 9268576



Work with a prestigious concern in order to reach the highest professionalism. Where my skills are utilized towards the growth and progress of an organization. Self motivated, hard working and able to lead others in different circumstances and remain calm in stressful situations.

OBJECTIVE

To work in a dynamic environment with growth potential where creativity, team spirit and hard work dedication and sincerity are appreciated, where I can utilize my professional background in all aspects to achieve professional goals of my employer and to produce my own fulfillment and self growth.

ACADEMIC QUALIFICATION

- Bachelors in science BSC Hons university of Sindh Pakistan 2010
- Fsc in pre-medical sm science college Karachi Pakistan 2008
- Ssc in science little folks paradise secondary school Karachi Pakistan 2006

EXPERIENCE

- Sadaf (sabic) under the lease contract with HANCO (al tala'a int transportation co ltd) jubail kingdom of Saudi Arabia duration 04 years designation lease coordinator
- Sharq sabic under the lease contract with HANCO (al tala'a int transportation co. ltd) jubail kingdom of Saudi Arabia duration 07 months designation lease coordinator
- Regional office hanco jubail al tala trans co. work as HR secretary and operation coordinator duration 07 months
- Flour Arabia limited (rasal khair maaden)
- Under lease contract with HANCO (al tala'a int transportation co. ltd) jubail kingdom of Saudi Arabia duration 03 years designation lease coordinator
- Yansab (sabic/yanbu) under the lease contract with HANCO (al tala'a int transportation co. ltd) jubail kingdom of Saudi Arabia duration 04 months designation lease coordinator
- HANCO (al tala'a int transportation co. ltd) duration 07 months designation assistant operations outlet manager

RESPONSIBILITIES

- Provide good customer service
- Training for communication skills
- Customer service culture development to team
- Handling customer queries and complaints
- Guide restaurant team regarding different problems handling principles
- Collecting customers feedback for better service and their implementation
- Knows how to deliver and present opinions to every individual on their level

- Knows to perform in major accentuations

PROFESSIONAL SKILLS

- Excellent public relation
- Communication skills
- Having positive and convincing style, skills in communications to all clients
- Having soft and positive approach in listening and responding in handling clients
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and general
- Owns comprehensive knowledge and extensive techniques of telephonic and face to face conversations
- Ability to read analyze and interprets general business periodicals, regulations
- Ability to write reports, business correspondence and procedure manuals achievements
- Certified in C.H.A.M.P.S standard library
- Trained in L.A.S
- Trained in H.A.A.C.C.P

CASH/INVENTORY CONTROL AND AUDIT

- Opening and closing procedures of cash and keeping record of daily, weekly and monthly sales
- Maintaining stock and inventory controls in unit
- Implementation of food cost controls to control cost of sales
- Maintaining financial and audit records
- Analyzing sales growth
- Projection and forecasting /ordering of daily usage merchandise

COMPUTER SKILLS

- MS word
- Excel
- Internet protocol

LANGUAGES

- English
- Arabic
- Urdu
- Pashto

PERSONAL INFORMATION

Father name	M. Paras Shah
Date of Birth	16 Mar 1983
Marital Status	Married
Iqama	2318736283
Iqama status	Transferable
Driving license	Saudi Arabia

Nationality	Pakistan
C.N.I.C	42401-2070625-7

REFERENCE

Will be furnished on request.