

# Muhammad Faheem

Seeking a position in the organization, where I can prove my knowledge & abilities and try to work in the organization contributing towards the overall growth and prosperity



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Karachi

## WORK HISTORY

### Audit & Inventory Officer

Hub Leather (Pvt.) Ltd.

2015 - Ongoing

- Responsible for counting all physical inventory, generating department audit reports, reconciling computer data with the physical counts.
- Analyze inventory transactions and identify and resolve exceptions and shrinkage.
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation
- Completes audit workpapers by documenting audit tests and findings
- Communicates on a regular basis with off-site warehousing.
- Communicate regularly with and provide recommendations to the Controller.

### Assistant Store Manager

Team Ventures (Pvt.) Ltd (GulSon's Group)

2012 - 2015

- Develop strategies to improve customer service, drive store sales, increase profitability, create store policies and marketing programs
- Plans and directs the day-to-day operations of the store.
- Complete store operational requirements by scheduling and assigning employees following up on work results.
- Maintain operations by initiating, coordinating and enforcing program, operational and personnel policies and procedures.
- Preparing the inventories, maintaining the stock records.

### Store Supervisor

Team Ventures (Pvt.) Ltd (GulSon's Group)

2011 - 2012

- Managing and overseeing store staff, ensure that they complete their assigned tasks in a timely manner
- Analyzing profitability ratios and implementing corrective measures.
- Delegating and performing tasks related to upkeep and organization.
- Coordinating deliveries, checking inventory numbers, recording missing or stolen merchandise and planning special discount offers as needed.

## INDUSTRY EXPERTISE

Retail Management



Public Relation



Leadership



## STRENGTHS

★ Multi-Task Skills

★ Management Proficiency

## PERSONAL MANNERISM

Team player and Leadership skills  
Self-motivated and Positive attitude  
I enjoy working with a creative & object-oriented team.  
I am an avid learner and cordial by nature

## EDUCATION

Intermediate

Jinnah Collage

2014

## WORK HISTORY

### Sr. Sales Executive

#### Standred Charted Bank

2009 - 2010

- Actively seek out new sales opportunities through cold calling and networking.
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Negotiate and close deals; handle complaints or objections.
- Set up meetings with potential clients.

### Sales Executive

#### Move & pick Jofa International

2007 - 2009

- Balancing the work volume and resources to achieve a desired quality of service.
- Maintains quality service by establishing and enforcing organization standards.
- Planning, developing and implementing effective marketing communication campaigns.
- Prepares reports by collecting, analyzing, and summarizing information.

### Warehouse Supervisor

#### Muslim Trading Agency

2004 - 2006

- Maintain items record, document necessary information and utilize reports to project warehouse status.
- Analyze shipment logs.
- Review timeliness of scheduled deliveries.
- Measure and report the effectiveness of warehousing activities.
- Train, guide and evaluate new warehouse workers.

## LANGUAGES

### English

Intermediate



### Urdu

Proficient

