**MUHAMMAD ARHAM KHAN**

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# PROFILE

Engineer with a strong interest in breaking new grounds and doing unprecedented stuff. Energetic post graduate professional well-versed with strong communication and organization skills. To learn from engineering academics and secure a career opportunities at the companies, which are among the most respected & dynamic groups and can provide challenging opportunities to enhance my technical, managerial and interpersonal skills. Productive and quick learner with proven track record of successful project implementation, Delivering quality solutions within deadlines, producing quality outcomes through leadership, training and team motivation.

# ACADEMICS

# University of Bradford, United Kingdom 2021 – 2022 MSc *Project Planning and Management*

**University of Engineering & Technology Lahore, Pakistan****2016 – 2020**

**BSc *Industrial & Manufacturing Engineering***

# EMPLOYMENT HISTORY

**Meat Warehouse & Shop floor Team Leader (October 2023 – Present)**

**“Al-Halal Worldwide Foods”**

* Serve customers in the meat section, schedule shifts, and hire and train new employees on maintaining product quality.
* Responsible for cutting, grinding, and preparing meats and fish for sale.
* Ensure cleanliness and maintenance of tools and equipment.
* Maintain accurate and attractive displays and signage.
* Weigh, package, price, and display products.
* Keep records, manage budgets, and monitor inventory in warehouse.
* Quality checks on products, managing stocks and responsible for restocking.

# Security Door Supervisor (November 2022 – Present)

# *“Professional Security”*

# Conduct thorough security checks to detect and prevent unauthorized items or individuals from entering the premises.

# Provide excellent customer service by assisting patrons, answering inquiries, and addressing concerns professionally.

# Ensure compliance with emergency procedures and protocols to safeguard the well-being of patrons and staff.

# Verify identification and credentials to grant access to authorized individuals.

# OTHER EMPLOYMENT

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# Cover Teacher / Learning Support Assistant (March 2022 – April 2023) *“Academic Appointment LTD”*

# Customer Service Assistant (September 2021 –April 2022) *“Worldwide Foods (AL-HALAL Supermarket Bradford)”*

# Trainee Manufacturing Engineer (May 2019 – July 2019) *“Kurdson Industries”*

# Trainee Engineer (June 2017-August 2017)

# *“Lahore Development Authority Lahore”*

# COMPUTER PROFICENCY & SKILLS

* Email Etiquettes and Customer Service expert
* Team Work & Leadership
* Supply chain and logistics
* Returns & Refunds management
* Social Media Advertising & Product Description
* MS word, MS Excel and Power point
* Strategic Planning
* Project Management Skills
* Communication Skills
* Result Driven
* Problem solving & Multi-Tasking
* Preventive Planning
* Time Management & Meet Deadlines
* Vigilant & Alert
* Multilingual
* Self-Learner & Career Oriented

**CERTIFICATION & COURSES**

* Amazon Virtual Assistant (E-Commerce)
* First Aid
* Security Door Supervisor (SIA)
* Child Safeguarding