**MUHAMMAD ADIL AMIN**

Date of Birth: 14th August 1988 Nationality: Pakistani

Address: 9, A block, Govt Employees Co-operative Housing Society,

Near IUB, Bahawalpur

Mobile: 0301 7799557 Email: madilamin@hotmail.com

**Profile**

Through my education and work experience, I’ve developed the ability to build bridges – internally and with clients. I believe in seeking solutions rather than worry about problems. It is important to deliver rather than simply talk about things and this trait reflects in my personality. I am young and my passion for success and achievement is not less than an elderly experienced individual. A self-motivated, punctual, reliable individual and great team worker, proven through numerous roles.

**Key Skills**

* Meticulous organizational skills, a strong sense of priority and able to work with a large amount of information.
* Computer literate with strong ability with all Microsoft programs, such as excel & word
* Polite and professional communicator in written correspondence, face to face and on the phone, performing presentations and advocating an organization’s position at events.
* Excellent written skills with a strong ability to gauge information levels to specific audiences.
* Solid desk/internet researcher with a proven track record of excellent analytical skills.
* Ability to formulate and deliver systems and procedures independently.

**Personal Skills**

* An experienced motivated and adaptable worker with a strong sense of professionalism who thrives under pressure and relishes a diverse and varied workload.
* Flexible and keen learner with a major interest in innovative ways of improving systems and processes.
* Great communication skills, with external and internal stakeholders
* Strong as an individual and as part of a team

**Education:**

* **MBA (Finance) April 2014–August 2015**

(University of Sunderland) London Campus

* **BA (Hons) Business Studies -2013**

(University of Wales)

* **Intermediate Certificate -2008**

(Board of Intermediate and Secondary Education, Pakistan)

* **Matriculation Certificate – 2005**

(Board of Intermediate and Secondary Education, Pakistan)

**Employment History:**

**Foot Locker (Kilburn High Street)- Manager in training**

April 2014 – May 2015

* Opening and closing the store, making staff rota, operating tills
* Stock taking, audits and receiving and processing deliveries, processing transfers
* Assisting store manager with staff training
* Focusing on shop floor sales, cashing up tills, merchandising the store

**Foot Locker (Oxford Street) – Sales Assistant**

November 2010- October 2013

* Attending the VM meetings
* Responding to VM enquiries from other store
* Implementing the monthly VM plan
* Responsible for all visual aspects of the store
* Handling the VM deliveries
* Changing the store layouts and dressing the mannequins
* Assisting higher management in people management, rota’s and staff training.

**JD Sports (Camden Town) - Sales Associate**

July 2010- November 2010

* Serving customers on the shop floor, dealing with their queries etc.
* Receiving deliveries and processing (getting them ready for shop floor)
* Doing standards on apparel section
* Replenishing the floor

**Interest and Hobbies**

I love reading especially material related to legal and commercial sector. Travelling has been my passion along with sports like cricket.

**Referees**

Available upon request.