

**Muhammed Burhan Shabbir**

**Retail Management**



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To work in an organization as an integral part of it to accomplish the job assigned in a better way to excel in the field as a hardworking and honest professional. To accept a challenging position to put together my abilities and knowledge prove myself in the professional career. I have the energy to work under high pressure and motivation to achieve goals.

### **Strengths**

Hard Working  
Self-Motivated  
Self-Learner  
Multi-Tasking

Multi Site Operations  
Retail Procedures  
Inventory Management  
Crises Management

### **Achievements**

- Successful commencement of Unique Academy Ghazi Campus under my supervision in Lahore.
- Optimizing sales by successfully managing a diverse customer portfolio including owned operated stores & franchise partner. Successfully managed the complete operations of retail stores, handled effectively right from the scratch to operations & running them profitability.
- Maximize stores sales across brands, improve footfall, optimize operating costs & staff requirements.
- Demonstrated skills in handling a great deal of management responsibility & dealing with consistent changes & leading management.

### **Career Snapshot**

Supervisor

Mar 2019 - Feb 2022

**Gourmet Bakers**

Data Entry Operator  
2019

Jan 2018 - Jan

**Unique Academy**

### **Supervisor Gourmet Bakers**

- Customer Service Excellence
- Retail Store Operations - Inventory
- Ensured compliance to all Federal, Local and state sanitation standards in

- maintain a bakery
- Assisted customers in queries and resolved all problems faced
- Have sufficient knowledge of all products to suggest selling techniques with all customers
- Accurately process all cash transactions with no overages or shortages
- Prepare food for both consumption and display
- Decorate desserts
- Managing workflow
- Training new hires
- Creating and managing team schedules
- Reporting to HR and senior management
- Evaluating performance and providing feedback
- Identifying and applying career advancement opportunities
- Helping to resolve employee issues and disputes

### **Data Entry Operator Unique Academy**

- Input accounts receivables and billings into data systems
- Copy and file hard copies of documents
- Work under minimal supervision while being able to reach deadlines
- Resolve processing problems as they arise
- Pay attention to detail in order to maintain accuracy
- Participate in company trainings
- Work under the guidance of a supervisor
- Offer ideas for further streamlining of processes

### **Education**

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Intermediate	Lahore board	2020
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### **IT Skills**

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MS-Office (Word, Excel, PowerPoint) Internet & E Mail Applications

### **Personal Details**

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Date of Birth	09-05-2001
Marital Status	Single
Language	English, Urdu, Punjabi
Father Name	Shabbir Ahmed
CNIC	35201-7431337-7

### **Reference**

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If required will be provide.