**Shah Muhammad**

**CAREER OBJECTIVE**

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| To seek an administrative & well position in the repute that enhances professional experience in a competitive environment along with career progression opportunities commensurate with financial compensation & to earn money by the given way of Islam. |

**PERSONAL DETAILS**

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| **Father’s Name:** Muhammad Hassan |
| **Marital Status:** Married |
| **CNIC No:** 42501-9201020-3 |
| **Date of Birth:** 30 October 1990 |
| **Nationality:** Pakistani |
| **Religion:** Islam |
| **Email:** [shahmuhammad1020@gmail.com](mailto:shahmuhammad1020@gmail.com) |
| **Mobile:** +923323254612 |
| **Address:** House # C-87, Steel Town, Bin Qasim, Karachi. |
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**ACADEMIC QUALIFICATION**

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| **Degree/Certificate** | **Faculty** | **Board** |
| Matriculation | Science | Karachi Board |
| Intermediate | Pre- Engineering | Hyderabad Board |
| Associate Degree (AD) | Commerce | University of Sindh |

**PROFESSIONAL EXPERIENCE**

* **DIAMOND ENTERPRISES PVT LIMITED. (Diamond Foam)**

Designation: **Coordinator and Assistant In charge (Production).** (SEP-2020 To Till Now)

* Supervise the lower staff to achieve the target on a daily basis as per daily production plan and reporting to Higher management
* Responsible to ensure timely Stock inbound and outbound through EBS.
* Responsible to ensure 100% stock accuracy in EBS system and Floor.
* Coordinate with sale staff and resolve their queries.
* Responsible to maintain inventory of material and reporting monthly Basis.

**LAN**

* **MCR PVT LTD Pakistan (Pizza Hut).**

Designation: **Shift Manager** (DEC-201DEC-2018 TO 18-MAR-2020)

* Supervised a diverse team of over 06 FOH and 10 BOH restaurant staff, while also managing dining room, take away, delivery system and administrative responsibilities.
* Ensuring that All Products Are within Shelf Lives and maintaining Correct Storage conditions for All Food As per brand Standards.
* Guaranteed food quality and 100% customer satisfaction by auditing menu items and food service performance.
* Managed ordering of food, supplies, and beverages, as well as inventory control and auditing of stockroom.

**LANGUAGES**

* **English**
* **Sindhi**
* **Urdu**

**SKILLS**

* Operating ERP and E-Business Suit
* Microsoft Office
* Internet& E-mail
* Social Networking

**REFERENCES**

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| * Will be furnished if needed |

Brief information about my experience and ability is appended above; I hope that you will provide me a chance to serve with your Organization. I assure you, I will do all possible to prove my abilities and skills to fulfill your requirements and to be the best.

Thanking you in anticipation,

**Shah Muhammad**