



C.N.I.C

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Skills

Administrative

Attention to Detail

Communication

Customer Services

Cash Handling

Flexibility

Negotiation

Operation Handling

Problem Solving

Teamwork



THE CITIZENS FOUNDATION

Volunteer

Aug, 2022 to Dec, 2022

MUHAMMAD KASHIF

Muhammad Kashif, an enthusiastic, reliable, responsible and hardworking person who is currently working as a program manager in a very dynamic organisation. I am a mature team worker and adaptable to all challenging situations. I have excellent communication skills both written and oral, and I enjoy working with a variety of different people.

EXPERIENCE



Alif Laila Book Bus Society (NGO Non-Profit)

(Program Manager) 3rd Jan, 2023 to Current

I am responsible for overseeing and managing the planning, coordination, and execution of multiple projects within an organization. Their primary role is to ensure the successful delivery of programs that align with the organization's goals and objectives.

- ▶ Program Planning
- ▶ Stakeholder Management
- ▶ Resource Allocation
- ▶ Risk Management
- ▶ Operation Management
- ▶ Performance Monitoring and Evaluation
- ▶ Reporting and Communication
- ▶ Team Leadership
- ▶ Community and Outreach
- ▶ Travelling across Pakistan



London Healthcare Locums

(Coordinator) Nov, 2021 to June, 2023

My main responsibilities are to get the documents from candidates and verify them, documents are passport, visa, BRP, DBS, Statement of Entry, Care Certificate, Training, Covid Risk Form, National insurance, Immunisation, and their references. Verify these documents from the various channels and send them to compliance managers.

- ▶ Communication
- ▶ Petty Cash Management
- ▶ Purchase
- ▶ Client Services

PREMIER MART

(Floor Manager) 2016 to 2021

Premier Mart is a small supermarket where customer can find all their grocery, cosmetic, toys, stationery, toiletries and plastic.

Responsibilities

Check the purchase, make GRN and handling staff, boost sale and day close. Make the final daily cash report, analyze the errors, if any, and submit it to the Finance department.

- ▶ Managing Staff
- ▶ Finding new ways to improve the store
- ▶ Meeting customer demand
- ▶ Managing stock levels and making key decisions about stock control



(Section Head Checkouts) 2011 to 2016

Responsibilities

To handle all the cash related tasks, including billing, price variations, customer services while billing.

Make the final daily cash report, analyze the errors, if any, and submit it to the Finance department.

Finalize the duty roaster to make sure the flow of work is not interrupted.

To give training new cashiers and analyze and observe their performance using enhancing tools. Also, motivate the staff to endeavour for more efficiency in performance.

To deal with the Bank staff for making credit and debt ledgers.

Co-ordinate with operation Management, Accounts, Finance and Human Resources departments for smooth flow of work.

The METRO logo consists of the word "METRO" in a bold, yellow, sans-serif font, set against a dark blue rectangular background.

(Cashier) Sep, 2007 to Mar, 2010

Cash & Carry Pakistan

Responsibilities

Direct cash handling with the customer and performed opening and closing functions, cash pulls, and providing the best level of customer service using negotiating and customer care skills.

Handled customer complaints about product warranties.

Performed accurate sales transactions according to cash control policies and procedures.



(Lab Assistant, Admission Officer) Sep, 2004 to Aug, 2007

Responsibilities

Arrange lab for practical

Invigilation

Help students to get information about admissions



(Cashier)

Jan, 2003 to July, 2004

Responsibilities

Customer Services

Cash Handling

Inventory

EDUCATION

Bachelor, Journalism, University of the Punjab, Lahore, 2001

Intermediate in Humanities, Lahore Board, 1999

Matriculation in Arts, Board of Intermediate, Lahore, 1997

LANGUAGES

Urdu: Native

English: Fluent

Punjabi: Mother Tongue

HOBBIES

Watching Moto GP racing, Football, Tennis, Music & Movies

Traveling
