

ZARYAB MUKHTAR

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To secure an entry-level position in a reputable organization where I can apply my skills and knowledge to achieve professional growth and contribute to the company's success.

EXPERIENCE

01 JAN 2024 – CONTINUE

FORECOURT SUPERVISOR, SHELL PETROLIUM LIMITED

Responsible for overseeing daily operations, customer service, and staff management at the forecourt.

Ensure compliance with health, safety, and security protocols (HSSC), and maintains accurate records of sales and inventory.

Supervise fuel dispensing, cash handling, and retail product sales, while implementing Shell's policies and procedures.

Train forecourt staff to enhance customer satisfaction and sales growth.

Maintain a clean and welcoming environment.

Monitor CCTV footage, respond to security incidents, and ensure drill emergency response plans (ERP)

Perform all the other tasks that are assigned by Site Manager and Operator.

EDUCATION

SEP 2023

LLB (HONS.), UNIVERSITY OF THE PUNJAB, LAHORE

2nd Year _Continue

JAN 2021

B.A., UNIVERSITY OF SARGODHA

Subjects:

Psychology

Health and Physical Education

Marks:

536/800

SKILLS

- Team Work
- Good and Effective Communication
- Time Management
- Quick Learner
- Punctual
- Hard Worker