



Abdul Wahid

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Gender: Male **Date of birth:** 01/02/1996 **Nationality:** Pakistani

ABOUT ME

To secure a that allow me to utilize my skills, experience and dedication to contribute to the success of a dynamic organization. I am committed to continuous learning and professional growth. and I am eager to make the a positive impact to while achieving personnel and career goal. I am highly motivated to to learn, grow and become successful.

WORK EXPERIENCE

[01/06/2022 – 01/08/2024]

Procurement Manager

Ahmed Super Store.

City: Lahore | **Country:** Pakistan

Purchased and managed the makeup Cosmetics, jewelry, handbags, gift items, grocery and garments.

Managed the supply chain and timely purchasing of the store, Source and purchased products at the market competitive prices.

Ensure the products quality, freshness and safety standards.

Managed the inventory on the basis of FIFO method.

Evaluate, select, and manage supplies to ensure quality, delivery and cost and manage the procurement process from requisition to payment.

Managed the supplier relationship and supplier performance, quality and reliability.

Analyze financial reports and identify cost saving opportunities, ensure accurate invoicing and payment process.

[01/03/2020 – 31/05/2022]

Data entry supervisor

Ahmed Super Store

City: Lahore | **Country:** Pakistan

Oversee data entry systems, software and equipment and monitor and analyze team performance and identify the areas for improvements.

Implement process improvements to increase the efficiency and productivity and managed the superstore products entries.

Set the targets and goals for the team and conducts the regular checks, Collaborate with other departments to improve the overall organization efficiency.

[01/01/2018 – 01/01/2019]

Cashier

Carrefour

City: Lahore | **Country:** Pakistan

Managed the daily cash, card payments and closings and Operate Point of sale (POS) system.

Scan merchandise, handle return, and exchange items and maintain knowledge of store polices, prices, and promotions.

Monitor inventory levels and report stock discrepancies, restock shelves and maintain store displays.

Informs management of inventory issues or concerns, and participate in inventory counts and audits.

Attends store meetings and events and follow company policies and procedures.

[15/01/2017 – 31/12/2017]

Order taker

Bundu Khan Restaurant

City: Lahore | **Country:** Pakistan

Take accurate orders from customers via phone, online and in person, ensure orders are complete, accurate, and meet customers specifications.

communicate with kitchen staff, servers, and managers to ensure seamless order fulfillment and answers questions about menu items, prices and promotions.

Provide exceptional customers service, responding to customers inquires and resolving issues and handle the customers and concerns professionally.

Maintain accurate records of orders, sales and customers information and perform basic math calculations, handling cash and making change.

EDUCATION AND TRAINING

[2016]

Graduation

University of the Punjab, Lahore. Pakistan

Field(s) of study: Computer and mathematics

Computer Diploma

Vocational training institute, Mainwali. Pakistan

DIGITAL SKILLS

My Digital Skills

MS Office | IPOS Software | POS Purchase | Abuzar software | Procurement | Management | Communication and coordination | typing - wpm

HOBBIES AND INTERESTS

Book reading, Islamic history, Pakistan current affairs and physical games