

**MUHAMMAD  
IMRAN**

 mahergee1112@gmail.com

 +97431258141

 Industrial Area, Al Rayyan

Muhammad Imran

+974 31258141

mahergee1112@gmail.com

To Whome It May Concern.

I am excited to apply for the mentioned position at your company. As a highly motivated and dedicated professional with a strong background in customer service and cash handling, I am confident that I would make a valuable addition to your team.

With a Bachelor's degree in Arts Journalism, I possess excellent communication skills, both written and verbal, which have been refined through my experience as a Cashier/Customer Service Representative at Mehar Gee Mart. Under the guidance of General Manager Mehar Sajid Waseem, I have honed my skills in providing exceptional customer service, managing cash transactions, and working effectively in a fast-paced environment.

As a customer-focused individual, I understand the importance of delivering personalized service, resolving issues efficiently, and maintaining a positive attitude in high-pressure situations. My experience has also taught me the value of teamwork, adaptability, and continuous learning.

I am particularly drawn to your company because of its [reputation, mission, or values that resonate with you]. As someone who is passionate about delivering exceptional customer experiences, I believe that I would thrive in an environment that prioritizes customer satisfaction and excellence.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further and explore how I can contribute to the success of your company.

Sincerely,

Muhammad Imran



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Industrial Area, Al Rayyan



## OBJECTIVE

To obtain a challenging cashier position in a dynamic retail environment where I can utilize my excellent customer service skills. Seeking a cashier role in a reputable organization where I can apply my knowledge of cash handling, customer relations, and sales techniques.



## PERSONAL DETAILS

Date of Birth : 21/09/1998

Nationality : Pakistani

Height : 5'11

Qatar ID : 29858612219



## SKILLS

Core Skills 1. Excellent communication and interpersonal skills 2. Strong customer service and relations skills 3. Cash handling and payment processing skills 4. Basic math and accounting skills 5. Attention to detail and accuracy Technical Skills 1. Point of Sale (POS) system operation 2. Cash register and credit card machine operation 3. Microsoft Office Suite (Word, Excel, Outlook) 4. Basic computer skills and software applications 5. Familiarity with customer relationship management (CRM) systems



## REFERENCE

**Muhammad Azam - Franco's Restaurant**  
Head (CEO)  
ms520573@gmail.com



## LANGUAGES

English Urdu



## EXPERIENCE

2019 - 2022

### **Franco's Restaurant Islamabad**

Head Cashier/Customer Service  
\* Accountant Cum Cashier  
\* Point of Sale  
\* Cash Management  
\* Billing and Sale Invoices Management  
\* Receptionist & Customer Service  
\* Making Daily Sales Sheets on MS Excel

2022 - 2024

### **Mehar Gee Mart Dina**

Supervisor/ Head Cashier  
\* Supervision of Grocery Store  
\* Staff Management  
\* Store Management/Inventory Control  
\* Daily Operations



## EDUCATION

2019

**University of Punjab, Lahore**  
Bachelor's in Arts

2017

**Government Higher  
Secondary school, Dina**  
Intermediate in Computer Science

2014

**Farabi Foundation High  
School for Boys, Dina**  
Matriculation with Science



## CERTIFICATION

**Basic IT Literacy**

Score : 83%

Organization : National Board of Information Technology, Islamabad Pakistan

*Mehar Gee Mart and Baker's*

SAVE YOUR DAY

*Mehar Gee Mart and Baker's  
Dina, Jhelum*

*To Whom It May Concern,*

*This is to confirm that Muhammad Imran was employed at Mehar Gee Mart and Baker's from December 2022 to November 2024, serving as Head Cashier and Supervisor. During his tenure, Muhammad demonstrated exceptional leadership skills, effectively managing a team of cashiers and sales associates, ensuring seamless store operations, maintaining high customer satisfaction levels, and consistently meeting sales targets. We highly recommend Muhammad Imran for any future opportunities.*

SAVE YOUR DAY  
*Sincerely,*

*Mehar Sajid Waseem*

*CEO/Owner*

*Mehar Gee Mart and Baker's*

*Dina, Jhelum*

*+923325866867*

Mehar Sajid Waseem  
CEO/Owner  
Mehar Gee Mart and Baker's  
Dina, Jhelum  
+923325866867

*Mehar Gee Mart and Baker's*

SAVE YOUR DAY

Signature: 



FRANCO'S RESTAURANT F7, ISLAMABAD



# Certificate of Recognition

This certificate is awarded to

**Muhammad Imran**

for his outstanding service, tireless effort, and constant support for the Company. He achieved this certificate as Successful two years store keeping and Cashier/Customer Service.

Given on the 3rd of December 2022, at the Franco's Restaurant F7, Islamabad .

**Mr Rehan Abbasi**

GENERAL MANAGER FRANCO'S F7

SIGNATURE:

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**Muhammad Kashif**

HR @ FRANCO'S F7

SIGNATURE:

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Franco's Restaurant  
6B, Bhattai Road F7 Islamabad.

To Whom It May Concern,

This letter confirms that Muhammad Imran was employed at Franco's from January 2019 to December 2022, serving as Head Cashier and Store Manager.

During his tenure, Muhammad demonstrated exceptional leadership skills, effectively managing a team of cashiers and sales associates. He ensured seamless store operations, maintained high customer satisfaction levels, and consistently met sales targets.

As Head Cashier, Muhammad was responsible for:

- Managing cash transactions, handling customer complaints, and resolving issues efficiently
- Maintaining accurate records, balancing cash registers, and performing daily reconciliations
- Training and supervising cashiers to ensure adherence to company policies and procedures

As Store Manager, Muhammad's responsibilities included:

- Overseeing daily store operations, ensuring compliance with company standards and regulations
- Analyzing sales data, identifying trends, and implementing strategies to drive sales growth
- Managing inventory, controlling stock levels, and minimizing waste

Muhammad has been an invaluable member of our team, consistently demonstrating his commitment to excellence, customer satisfaction, and teamwork. His leadership skills, work ethic, and dedication have earned him the respect and admiration of his colleagues.

We highly recommend Muhammad Imran for any future opportunities. If you require any additional information, please do not hesitate to contact us.

Sincerely,

Muhammad Azam  
General Manager  
Franco's Restaurant Islamabad



VTN: JLM-01-LT04-011-16-13

Serial No: P/ 338207



Government of the Punjab

# PUNJAB VOCATIONAL TRAINING COUNCIL

(Established under Act VIII of 1998)

Certified that Muhammad Imran

CNIC # 37301-3716244-3

son / daughter of Mr Sajid Waseem

student of Vocational Training Institute Jhelum



has successfully completed 180 hours programme of instructions and practical training  
from 01 July 2016 to 30 September 2016 ( 03 Months )

and has obtained 83 % marks in final examination and he / she has been placed in A grade

In recognition thereof he / she is awarded

## CERTIFICATE

in Basic IT Literacy trade

at Lahore on 20 March 2017

During the course of this programme he / she acquired competency in the following:

- Operate Computer
- Install Windows 7
- Install MS-Office
- Keeping Email Record
- Prepare Official Letters
- Internet Surfing

  
Manager  
Examination & Certification



  
Chairman

Note: This Result Card is Provisional & Errors/Omissions excepted.

Dealing Official: IJAZ SATTI

HSSC No:- 534350 بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ C.NO. : 166713-1712081



Board of Intermediate and  
Secondary Education, Rawalpindi  
Intermediate Certificate Examination  
ANNUAL 2017



Certified that MUHAMMAD IMRAN

Son/Daughter of SAJID WASEEM

whose particulars are given below has passed the Intermediate Certificate Examination held in the month of MAY-JUNE, 2017 Securing 590 Marks ( FIVE HUNDRED NINETY )

Roll No 728941 Registration No. 14060610086

Group of Subjects GENERAL SCIENCE Regular / Private PRIVATE

As a whole / In Parts IN PARTS Grade awarded C

District/Institution JHELUM

SUBJECT - WISE DETAIL OF MARKS OBTAINED

S.NO	NAME OF THE SUBJECT	MAXIMUM	OBTAINED
1	URDU	200	128
2	ENGLISH	200	131
3	ISLAMIC EDUCATION	50	035
4	PAKISTAN STUDIES	50	034
5	MATHEMATICS	200	076
6	PHYSICS	200	085
7	COMPUTER SCIENCE	200	101
TOTAL		1100	590

Rawalpindi Dated 19 OCTOBER, 2019

*M. Farzaf*  
SECRETARY

Note:- This certificate is issued without alteration/erasure.



# UNIVERSITY OF THE PUNJAB

## RESULT INTIMATION CARD

### Bachelor of Arts

#### Academic Session ( 2017-2019 )

Registered Number : 2018-z-35789 CNIC No : 37301-3716244-3  
Name of the Candidate : Muhammad Imran  
Father's Name : Mehar Sajid Waseem  
Institute/District : JHELUM



8870806

Roll No. 109191 Bachelor of Arts Part-I Held in April - May 2018

Sr.# 022709

Sr. No.	Subjects	Detail of Marks						Marks Obtained	Max Marks	Remarks
		Theory			Practical / Viva					
		A	B	C	A	B	C			
1	Islamic Studies/Ethics and Pakistan Studies	25	15					40	100	
2	English Language	33						33	100	
3	Journalism	40						40	100	
4	Political Science	59						59	100	
5										
6										
7										
8										
9										
Pass								172	400	

Roll No. 006122 Bachelor of Arts Part-II Held in April 2019

Sr.# 049096

Sr. No.	Subjects	Detail of Marks						Marks Obtained	Max Marks	Remarks
		Theory			Practical / Viva					
		A	B	C	A	B	C			
1	English Language	45						45	100	
2	Journalism	37						37	100	
3	Political Science	61						61	100	
4	Persian (Optional)	52						52	100	
5										
6										
7										
8										
9										
Pass								195	400	
								367 II Div.		

Note: This result intimation is issued, errors and omissions excepted, as a notice only. An entry appearing in it does not itself confer any right or privilege independently to the grant of a proper Certificate/ Diploma/ Degree, which will be issued under the regulations in due course.

398202

Senate Hall, Lahore  
Result Date : July 31 2019

Print Date : Jul 27, 2019

Assistant Controller Examinations



Muhammad Imran S/o Mehar Sajid Waseem

Village Rajo Pindi P.O Garh Mahal Tehsil Dina District Jhelum