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Address

Deira , Al Muteena , Deira, Dubai

### Carrier Objective

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

### Personal Information

Nationality: Pakistani

Gender: Male

Date of Birth :02/09/1991

Marital status: Married

Visa Status: Employment

Passport No : BT0871343

### Languages

❖ English, Urdu

### Education

Metric From Pakistan

## **Syed Ghulam Mustafa**

Position:Supervisor/Store keeper

### Work experience

- ❖ 2 Years work experience as a **store keeper** with BLACK PEARL TEA COMPANY in Pakistan (2020-2022)
- ❖ 2Years work experience as a **Packing helper** with BLACK PEARL TEA COMPANY in Pakistan (2018-2020)

### Duties & Responsibilities

- Managing workflow. ...
- Training new hires. ...
- Creating and managing team schedules. ...
- Reporting to HR and senior management. ...
- Evaluating performance and providing feedback. ...
- Identifying and applying career advancement opportunities. ...
- Helping to resolve employee issues and disputes. Follow company packing procedures and standards.
- Handle inventory with care and attention to detail.
- Adhere to local and national regulations for safe work environment.
- Follow company safety policies and procedures, and encourage other employees to do the same.
- Ensure product orders are packed and moved carefully.
- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.
- Organize workflow and ensure that employees understand their duties or delegated tasks.

### Skills

- Leadership Skills.
- Management Skills.
- Dedication.
- Communication Skills.
- Empathy & Compassion.
- Time Management Skills.
- Persistence.
- Problem Solving.

### Declaration

I sincerely hope that my application will receive your kind intension and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.

\_\_\_\_\_ *Syed Ghulam Mustafa* \_\_\_\_\_