



GULZAIB SARFRAZ

Marketing

To work in a challenging organization that greatly enhances my learning skills, allows me to apply my skills and efforts and gives me a sense of achievement with growth opportunities.

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📍 Al-Rigga, Dubai

📅 01 Feb 1996

🌐 Visit visa

EXPERIENCE

Assistant Manager (Super Market)

2020- 2022,
Go petroleum's Mart
(Okara Pakistan)

Worked as a

Cashier, inventory Management, Stocks entry, Audit ,Purchasing

Responsibility

- Responsible for overseeing all the activities that play out in the store.
- Meeting sales goals by Training,Motivating,Mentoring and providing Feedback to the store staff.
- Maintain outstanding store condition and visual merchandising standards.
- Deal with all issues that arise from staff or customers like complaint and grievances etc.

PC Hotel (Lahore)

Receptionist

2019-2020

Responsibility,

- Greeting visitors helping them navigate through an office,
And Supplying them with refreshments as the wait

Awari Hotel (Lahore)

Receptionist

2018-2019

Responsibility

- Greeting visitors helping them navigate through an office,
And supplying them with refreshments as the wait

United Bank Limited (UBL)

Relation Manager

2017 - 2018,

Lahore, Pakistan

Responsibility

- Provide quality services to after sales of Wealth, Investments and Insurances
- To facilitate Priority customers and maintain major volume of the branch.

Customer Services Representative

Ufone Franchise

2016-2017

Responsibility

- To resolve customer's issues by answering their questions.
- Manage all the queries and offering to customers about Better opportunities.
- Providing information regarding different packages.

SKILLS

Team Player

Team Co-ordination

Multi-Tasking

Email Etiquette

Communication Skills Listenin

Generating Sales

Stock Managing

Managing Sales team

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

COURSES

Graphic Designing

Microsoft Office

EDUCATION

Matriculation (Science)

2012 - 2014,

Lahore, Pakistan

Intermediate of Computer Science (I.C.S)

2014 - 2016,

Okara, Pakistan

Bachelor in Business Administration

(BBA Hons Marketing)

2016 - 2020,

Okara, Pakistan

